

# TOWN OF LITCHFIELD NEW HAMPSHIRE



## Annual Reports

Year ending December 31, 2019

also

## Annual Report of the School District

Year ending 2019



### **Incorporated 1734**

**Origin:** This town is situated on the east bank of the Merrimack River and maintains its agricultural heritage to this day. It was known as Naticook until 1729 when the land was granted to William Brenton, Governor of Rhode Island and son-in-law to that state's Governor Cranston, and renamed Brenton's Farm. In 1734 the town was separated from Dunstable, which had been granted by the Massachusetts government, and named Litchfield in honor of George Henry Lee, Earl of Litchfield. The town was incorporated under the New Hampshire government as Litchfield in 1749. Litchfield was the opposite landing-site of Thornton's Ferry, originating across the Merrimack River in the Town of Merrimack.

**Population, Year of the First Census Taken:** 357 residents in 1790.

**Population Trends:** Litchfield had the second largest percent change in population, growing over 17 times larger. Population change for Litchfield totaled 6,996 over 50 Years from 142 in 1950 to 7,423 in 2000. The largest decennial percent change was 192 percent between 1970 and 1980. The 2010 Census estimate for Litchfield was 8,271 residents.

**Population Density and Land Area, 2009 (NH Office of Energy and Planning):** 572.3 persons per square mile of land area. Litchfield contains 14.9 square miles of land area and 0.4 square miles of inland water.

## In Memoriam



**Arthur T. Lynch 11/2/1928 – 2/11/2019**



**Donald Craig Young 4/1/1938 – 8/14/2018**

# TABLE OF CONTENTS

## Officials and Employees of the Town

Town Officials.....	5
Employee Earnings.....	6-9

## Executive Summary

Board of Selectmen.....	10
Town Administrator.....	11
Annual Meeting, Election Results .....	12-16

## Excerpts from Previous Town Reports..... 16-18

## Department, Committee, and Agency Reports

Conservation Commission.....	19
Lower Merrimack River Local Advisory.....	20
Highway Department.....	21-23
Transfer Station/NRRA Report.....	24-49
Police Department.....	50-53
Offense Log Statistics.....	54
Animal Control.....	55-56
Litchfield Fire.....	57-61
S.E. NH Hazardous Materials.....	62-64
Department of Building and Safety/Health.....	65
Planning Board.....	66-67
Heritage Commission.....	68
Recreation Commission.....	69-71
Zoning Board of Adjustment.....	72-74
Cemetery Trustees.....	75
Nashua Regional Planning Commission.....	76-79
Storm Water Management.....	80
Town Clerk/Tax Collector Annual Report.....	81-82
Town Clerk - Vital Statistics.....	83-86

## Financial Reports

Financial Report of the Tax Collector.....	87-89
Financial Report of the Town Clerk.....	90
Independent Auditors' Report .....	91-129
Tax Rate Calculation.....	130-131
Summary of Inventory.....	132
Impact Fee Summary Sheet.....	133-134
Schedule of Town Property.....	135-137
Detail Expense Reports.....	138-149
Comparative Statement.....	150-152
Treasurer's Summary.....	153
Library.....	154-158
Library Trustees.....	159-161
Trustees of the Trust Fund.....	162-164

## Warrant

MS-7 Budget of the Town.....	165-175
Deliberative Session.....	176-190
Town Warrant .....	191-194

## School District

School Report.....	S1
--------------------	----



## TOWN OFFICIALS

### BOARD OF SELECTMEN

Steven J. Webber, Chairman-2021

Kurt D. Schaefer (Vice) - 2020

Brent T. Lemire - 2020

Kevin A. Lynch - 2022

F. Robert Leary - 2022

### TOWN ADMINISTRATOR

Troy Brown

### FINANCE DIRECTOR/ASSISTANT TOWN ADMINISTRATOR

Karen White

---

#### DIRECTOR OF LIBRARY SERVICES

Vicki L. Varick

#### POLICE CHIEF

Joseph O'Brion

#### FIRE CHIEF

Frank Fraitzl

#### ROAD AGENT/HWY MGY

Kevin Brown

---

#### TOWN CLERK/TAXCOLLECTOR

Theresa L. Briand - 2020

#### DEPUTY TOWN CLERK/TAX COLLECTOR

Patricia A. Textor - 2020

#### MODERATOR

John Regan - Resigned

Frank Byron - 2020

#### ASSISTANT MODERATOR

Philip M. Reed - 2021

#### HEALTH OFFICER

Douglas Nicoll - 12/22/2021

#### DEPUTY HEALTH OFFICER

Peter Dionne - 10/31/2022

Paul Kelly - 12/22/2021

#### TRANSFER STATION DIR.

David Mellen

#### TREASURER

Debra Hogencamp - 2021

#### DEPUTY TREASURER

Sharon Harding Reed - 2021

#### CHECKLIST SUPERVISORS

Robert Redding - 2022

Joan McKibben - 2020

Shirley Reed - 2024

#### FOREST FIRE WARDEN

Frank Fraitzl - 2021

#### ZONING BOARD OF ADJUSTMENT

Richard Riley Jr. (Chair) - 2022

Laura Gandia (Vice) - 2021

John R. Devereaux - 2020

John Regan - Resigned

Albert Guilbeault - 2022

Eric Cushing (Alt) - 2020

Thomas Cooney (Alt) - 2021

Gregory Lepine (Alt) - 2021

Michelle Flynn - (Secretary)

#### ZONING ADMINISTRATOR

Troy Brown - 2020

#### PLANNING BOARD

Michael Croteau (Chair) - 2020

Dr. Kimberly Queenan (Vice) - 2022

Tyler Perrin - Resigned

Kate Stevens - 2020

Joshua Smith - 2021

James Boffetti - 2021

Tony Turecki - 2022

Ronald Stevens (Alt) - 2022

Curtis Sampson (Alt) - 2022

Kevin Lynch - (BOS Rep)

#### TRUSTEES OF TRUST FUND

John Poulos Jr. - 2020

Michael Falzone - 2022

Steven P. Calawa - 2021

#### CEMETERY TRUSTEES

Jody Fraser - 2020

Warren W. Adams - 2022

Steven P. Calawa - 2021

#### BUDGET COMMITTEE

Kerry Douglas (Chair) - 2020

Jennifer Bourque - 2020

Jessica Martin - 2020

Brion Hodgkins - 2021

Nicole Fordey - 2021

William Hayes - 2022

Rob Myers - (School Rep)

F. Robert Leary - (BOS Rep)

Michelle Flynn - (Secretary)

#### RECREATION COMMISSION

Andrew Collins (Vice) - 2022

Peter Ames - 2020

Michael Boschi - 2022

Keith Buxton - 2021

Colleen Gamache - 2021

George S. Gannon - 2020

Andrew Ruggles (Alt) - 2022

Chris Burns (Alt) - 2022

Kurt Schaefer - (BOS Rep)

#### LIBRARY TRUSTEES

Gail Musco (Vice Chair) - 2021

Peggy Drew (Secretary) - 2020

Cecile Bonvouloir - 2022

Elizabeth Vaughan - 2022

Donna Ferguson - 2020

#### CONSERVATION COMMISSION

Joan McKibben (Chair) - 2020

Thomas Levesque, Sr (Vice) - 2020

Roger St. Laurent Jr. - 2022

Michael Croteau - 2020

Harry Menzigan - 2020

Matt Lepore - 2021

Marion Godzik (Alt) - 2021

Andrew Thompson (Alt) - 2021

John P. Curtin (Alt) - 2020

Dianne Plansky (Alt) - 2022

Steven J. Webber - (BOS Rep)

#### HERITAGE COMMISSION

Karl Franck (Chair) - 2021

Dr. Kimberly Queenan (Vice) - 2021

Harry Menzigan - 2021

Steven Calawa - 2021

Brent Lemire - (BOS Rep)

<b>2019 TOWN OFFICERS AND EMPLOYEE EARNINGS</b>				
	<b>Base Pay</b>	<b>Overtime</b>	<b>Other</b>	<b>Wages</b>
<b>SELECTMEN'S OFFICE</b>				
Webber, Steven	1,200.00	0.00	0.00	1,200.00
Schaefer, Kurt	1,200.00	0.00	0.00	1,200.00
Lemire, Brent	1,200.00	0.00	0.00	1,200.00
Brunelle, John	300.00	0.00	0.00	300.00
Bourque, Kevin	300.00	0.00	0.00	300.00
Lynch, Kevin	900.00	0.00	0.00	900.00
Leary, F. Robert	900.00	0.00	0.00	900.00
Brown, Troy	97,922.80	0.00	7,425.60	105,348.40
White, Karen	74,853.60	720.68	2,698.50	78,272.78
Baril, Donna	36,417.35	0.00	2768.31	39,185.66
Snaman, Heather	47,310.00	0.00	0.00	47,310.00
<b>Total Selectmens Office</b>	<b>262,503.75</b>	<b>720.68</b>	<b>12,892.41</b>	<b>276,116.84</b>
<b>TOWN CLERK/ TAX COLLECTOR'S OFFICE</b>				
Briand, Theresa L.	74,504.84		3,409.60	77,914.44
Textor, Patricia A.	49,565.20	53.58	3,922.61	53,541.69
Eckley, Ann	28,614.92			28,614.92
<b>Total Tax Collector</b>	<b>152,684.96</b>	<b>53.58</b>	<b>7,332.21</b>	<b>160,070.75</b>
<b>INFORMATION TECHNOLOGY</b>				
Brunelle, John	18,000.00	0.00	0.00	18,000.00
<b>TOWN TREASURER</b>				
Debra Hogencamp	9,000.00	0.00	0.00	9,000.00
Harding-Reed, Sharon	2,000.00	0.00	0.00	2,000.00
<b>Total Treasurer</b>	<b>11,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,000.00</b>
<b>TRUSTEES OF TRUST FUNDS</b>				
Falzone, Michael	87.96	0.00	0.00	87.96
Poulos Jr., John	87.96	0.00	0.00	87.96
<b>Total Trustee of Trust Funds</b>	<b>175.92</b>	<b>0.00</b>	<b>0.00</b>	<b>175.92</b>
<b>VOTER REGISTRATIONS &amp; ELECTIONS</b>				
Redding, Robert M	500.00	0.00	0.00	500.00
Reed, Shirley-Ann	500.00	0.00	0.00	500.00
Mckibben, Joan	500.00	0.00	0.00	500.00
Regan, John G	169.00	0.00	0.00	169.00
Reed, Philip M	145.60	0.00	0.00	145.60
Coughlin, Donna	52.23	0.00	0.00	52.23
Hogencamp, Debra	236.25	0.00	0.00	236.25
Guerette, Patricia	243.53	0.00	0.00	243.53
Jones, Sharon	159.96	0.00	0.00	159.96
Pinciario, Nancy	167.13	0.00	0.00	167.13

	Base Pay	Overtime	Other	Wages
Regan, Patricia	136.06	0.00	0.00	136.06
Byron, Frank	41.60	0.00	0.00	41.60
<b>Total Voter Registration</b>	2,851.39	0.00	0.00	2,851.39
<b>CUSTODIANS TOWN HALL/RECREATION</b>				
Pilon, Gerald F	13,060.46	0.00	0.00	13,060.46
<b>CABLE PEG OPERATORS</b>				
Blanchette, Russell	5,624.00	0.00	0.00	5,624.00
Curtin, John	773.00	0.00	0.00	773.00
Dimambro, Anthony	2,604.00	0.00	0.00	2,604.00
Fay Jr., Robert	16,954.00	0.00	0.00	16,954.00
Lepore, Matthew	1,250.50	0.00	0.00	1,250.50
Pentheny, Richard	49.01	0.00	0.00	49.01
Rodrigues, Jennifer	3,441.90	0.00	0.00	3,441.90
Scarpatti, Patrick	24.00	0.00	0.00	24.00
<b>Total Cable Peg Operators</b>	30,730.41	0.00	0.00	30,706.41
<b>PLANNING BOARD</b>				
McKibben, Joan A.	19,160.89	0.00	1,000.00	20,160.89
<b>POLICE DEPARTMENT</b>				
<i>Does not include Special Detail</i>				
<i>Includes uniform allowance&amp;cleaning</i>				
O'Brien Jr., Joseph E	105,561.60	3,276.00	52,207.66	161,045.26
Sargent, Benjamin	88,401.76	3,444.12	12,719.40	104,565.28
Brown, Anthony P	41,334.32	6,455.03	89.80	47,489.15
Flynn, Joshua	58,708.60	19,773.99	2,238.27	80,720.86
Gott, Gary L	71,198.50	18,097.64	3,128.17	92,424.31
Hartley III, Russell	0.00	0.00	11,478.00	11,478.11
Ivas III, George	66,423.20	14,169.41	707.00	81,299.61
Lang, Rachel	63,356.00	15,345.58	2,015.52	80,717.10
Morgan, Brian	17,794.08	3,543.85	331.45	21,669.38
Savage, Heath H	78,631.00	13,250.25	3,826.80	95,708.05
Scotti, Thomas	57,160.00	3,625.00	6,612.19	67,397.19
Tessier Jr., Dennis	76,715.60	7,655.40	3,038.65	87,409.65
Rasmussen, Slade	54,440.48	14,777.11	2,194.95	71,412.54
Underwood, Christopher	55,284.00	18,653.71	1,069.63	75,007.34
Donnelly, David	42,466.48	0.00	3,302.66	45,769.14
Corl, Michael T	38,118.21	298.56	912.50	39,929.27
Harris, Steven P	1,351.86	0.00	150.00	1,501.86
Boda Jr., Robert	1,628.30	0.00	229.86	1,858.06
Boda Jr., Robert	50,135.30	4,343.30	1,475.00	55,953.60

	Base Pay	Overtime	Other	Wages
Lemieux, Kayleigh	47,031.60	5,007.34	1,562.96	53,601.90
Baril, Andrea	43,109.40	0.00	500.00	43,609.40
Coates, Bradford	2,923.20	0.00	0.00	2,923.20
<b>Total Police Department</b>	<b>1,061,773.49</b>	<b>151,716.29</b>	<b>109,716.29</b>	<b>1,323,280.36</b>
<b>FIRE DEPARTMENT</b>				
<i>Does not include Special Detail</i>				
Fraitzl, Frank X	57,261.60	0.00	11,490.00	68,751.60
Nicoll, Douglas M	76,781.20	12,786.33	5,199.20	94,766.73
Kelly, Paul	58,716.40	8,265.25	1,146.40	68,128.05
Adams, Warren W	66.60	0.00	0.00	66.60
Anderson, Joshua	2,554.87	0.00	0.00	2,554.87
Baxley, Jeffrey	3,055.28	0.00	0.00	3,055.28
Bourque, Kevin C	497.78	0.00	0.00	497.78
Cartier, Craig	5,058.24	0.00	0.00	5,058.24
Corriveau, Casey	3,267.61	0.00	0.00	3,267.61
DiFranza, Ryan	7,228.04	0.00	0.00	7,228.04
Dube, Steven W	5,592.65	0.00	0.00	5,592.64
Dubowick, Brian	2,856.34	0.00	0.00	2,856.34
Earle, Derek	5,022.55	0.00	1,280.00	6,302.55
Fecteau, Corey J	13,478.05	0.00	0.00	13,478.05
Glancy, Edward C	8,761.55	0.00	1,220.00	9,981.55
Grandmaison, James	1,257.30	0.00	0.00	1,257.30
Hubbard, Jason	3,983.84	0.00	1,380.00	5,363.84
Inamorati, Joseph	3,122.63	0.00	0.00	3,122.63
Kelly, Patrick	2,432.07	0.00	0.00	2,432.07
Kimball, Brian S	4,524.63	0.00	1,430.00	5,954.63
Lacombe, Cody	2,093.64	0.00	0.00	2,093.64
Lemay, Mark T	932.40	0.00	0.00	932.40
McLavey, Andrew	1,157.58	0.00	0.00	1,157.58
Miller, Seth	816.20	0.00	330.00	1,146.20
Newell, Jeffrey A	6,616.20	0.00	1,330.00	7,946.20
Patten, Christopher	3,450.65	0.00	1,060.00	4,510.65
Ricard, Jason	5,341.22	0.00	0.00	5,341.22
Smith, Kelly P	2,187.66	0.00	0.00	2,187.66
Somers, James	2,612.41	0.00	0.00	2,612.41
Thomas, Corey	10,639.99	0.00	0.00	10,639.99
Thomas, Ernest	3,358.91	0.00	0.00	3,358.94
Travis Jr., John F	3,323.40	0.00	1,330.00	4,653.40
Tropiano, Matthew	1,622.21	0.00	0.00	1,622.21
<b>Total Fire Department</b>	<b>309,671.73</b>	<b>21,051.58</b>	<b>27,195.60</b>	<b>357,918.91</b>
<b>BUILDING DEPARTMENT</b>				
Dionne, Peter	16,521.50	317.18	0.00	16,838.68
Gilcreast, Jr., John	4,587.80	0.00	0.00	4,587.00
Lynch, Kevin	1,662.50	0.00	0.00	1,662.50
<b>Total Buiding Department</b>	<b>22,771.80</b>	<b>317.18</b>	<b>0.00</b>	<b>23,088.98</b>

<b>HIGHWAY DEPARTMENT</b>				
Pinciario, John	32,172.41	6,946.03	6,335.37	45,353.81
Douillette, Joshua	32,479.12	2,332.77	0.00	34,811.89
Brown, Kevin	64,981.20	9,278.08	500.00	74,759.28
Lepore, Matthew	3,360.00	207.00	0.00	3,567.00
Hartwell, Jake	4,866.00	265.50	0.00	5,131.50
<b>Total Highway Department</b>	<b>137,858.73</b>	<b>18,929.38</b>	<b>6,835.37</b>	<b>163,623.48</b>
<b>SOLID WASTE DISPOSAL</b>				
Mellen, David L.	72,017.90	3,358.34	6,595.20	81,971.44
Worster, David E.	38,052.52	33.90	795.00	38,881.42
Minervini, Derek	11,804.63	0.00	0.00	11,804.63
Beebie, Russell	5,804.10	0.00	0.00	5,801.10
Briggs, James D.	6,214.36	0.00	0.00	6,214.36
dePontbriand, Bryan	9,625.37	0.00	0.00	9,625.37
Walsh, David	8,114.19	0.00	0.00	8,114.19
Michon, Kevin	5,478.53	0.00	0.00	5,478.53
<b>Total Solid Waste Disposal</b>	<b>157,108.60</b>	<b>3,392.24</b>	<b>7,390.20</b>	<b>167,891.04</b>
<b>ANIMAL CONTROL OFFICER</b>				
Pilon, Gerald F.	15,000.00	0.00	2,400.00	17,400.00
<b>LIBRARY</b>				
Varick, Vicki L.	69,021.14	0.00	0.00	69,021.14
Allen, Ada	3,937.69	0.00	0.00	3,937.69
Antosca, Kerri A	4,197.04	0.00	0.00	4,197.04
Dexter, Chloe	926.99	0.00	0.00	926.99
Michaud, Marissa	4,341.09	0.00	0.00	4,341.09
Pace, Carrie-Anne	33,625.63	0.00	0.00	33,625.63
Paquette, Helena	5,430.23	0.00	0.00	5,430.23
Richardson, Lynn	28,723.02	0.00	0.00	28,723.02
Osterhoudt, Alexandra	43,774.47	0.00	0.00	43,774.47
MacDonald-Britton, Alexis	9,927.87	0.00	0.00	9,927.87
<b>Total Library</b>	<b>203,905.17</b>	<b>0.00</b>	<b>0.00</b>	<b>203,905.17</b>
<b>Total Wages</b>	<b>2,417,464.30</b>	<b>195,973.93</b>	<b>174,836.37</b>	<b>2,788,250.60</b>

## REPORT OF THE BOARD OF SELECTMEN

It was an honor and privilege to serve as Chairman for the Board of Selectmen in 2019. The year was busy for the Board with many challenges and accomplishments. As always, the year starts with approval of the annual operating budget and special warrant articles. It was great to see voter support of the Selectmen / Budget Committee recommended budget and warrant articles. The 2019 Operating budget included the first fire station bond payment in the amount of \$258,960.00 as well as costs for the second new full-time police officer position. Voters also approved the Police Union contract, the warrant article to purchase land that abuts the Transfer/ Recycling Facility for future expansion and vehicular safety improvements, at the intersection of Hillcrest and Recycling Way, and the adoption of the Town Flag. As you can see, public safety and community pride continues to be a priority for taxpayers, as demonstrated by voter support, in 2019.

Although the 2019 financial records have not been audited yet, it appears that 2019 was another great year. The Selectmen owe much credit to our town employees and volunteers for keeping within spending limits and continuing to accomplish so much with limited budgets. Preliminary financial reports indicate a surplus in the amount of approximately \$200,000.00

As Chairman of the Board of Selectmen, it was such a great opportunity to witness and be part of significant historical events in 2019. These comprise of standing in front of the new Fire Station listening to all the excitement of residents, firefighters and children during the ribbon cutting ceremony. Wishing Police Chief O'Brien and Road Agent Pinciario all the best as they start a new chapter in their lives, as retired Litchfield employees. Lastly, I will never forget the swearing in of our new Police Chief, Benjamin Sargent.

On behalf of the Board, I would like to offer our sincere thanks to all our town employees and dedicated volunteers who, on a day to day basis, work tirelessly on our behalf. They are an invaluable resource for us. I want to thank our Town Administrator Troy Brown for his efforts in managing the day to day operations of the town, as well as former selectmen Kevin Bourque and John Brunelle and current selectmen Kurt Schaefer, Brent Lemire, Bob Leary and Kevin Lynch for their efforts on your behalf.

Thank you all for your support and input.

Respectfully submitted,  
Steven Webber, Chairman  
Litchfield Board of Selectmen

## 2019 TOWN ADMINISTRATOR'S REPORT

2019 continued to be a busy year for my office. In addition to my regular duties, due to staff vacancies, I worked on several projects and issues. The Dog Kennel and Talent Hall Heating systems were replaced with new equipment which will increase efficiency and reliability. I coordinated the basketball court painting and striping project and assisted the Recreation Commission with the field maintenance bid specifications, Darrah Pond Milfoil Eradication Proposal and Jeff Lane construction activities. My involvement continued with interim responsibilities performing Zoning Administration. A great amount of time was spent on the 8 Bixby Road Junkyard / Hazardous building issue, Mel's Funway Park and other enforcement activities. These interim responsibilities have taught me how complex and difficult it is to effectively enforce town land use ordinances and regulations.

I am pleased to report that the 2019 preliminary year end operating budget expenditures were \$6,635,945.20 which is approximately \$122,007.80 less than the approved budget. It also appears that revenues exceeded budget estimates by as much as \$247,036.77. Although the budget will not be officially closed until our Auditors finalize yearend financial statements, the Board of Selectmen and Department Heads all need to be commended for working together as a team to close the year under budget with an estimated surplus of \$283,634.01.

The proposed 2020 operating budget recommended by the Budget Committee and Board of Selectmen is \$7,064,927 an increase of \$306,974 over the 2019 budget. The default budget, should the proposed budget fail, is \$7,035,661, \$29,266 less than the 2020 proposed budget. If approved, the recommended operating budget represents a tax rate increase of \$0.03 per thousand dollars of assessed value or estimated increase for a house valued at \$350,000 would be about \$10.50. Increases in the 2020 budget include, but are not limited to, 53 week pay period, new full time police officer position and union contract costs as previously approved, highway block grant funding (\$70k offset by state aid), increases in health insurance, increase in election costs (4 elections) and full-time highway employee position created in January 2019 by the Board of Selectmen for safety and operational needs.

In 2020, I look forward to working with the Board of Selectmen, other boards and committees, town and school staff and residents to make Litchfield one of the best towns in Southern New Hampshire. Please do not hesitate to contact me with your concerns or questions by email [tbrown@Litchfieldnh.gov](mailto:tbrown@Litchfieldnh.gov), phone 603-424-4046 ext 1250 or, the best way, stop by my office anytime.

Finally, a **BIG THANK YOU** to **Karen White, Donna Baril and Heather Snaman** for all their support and assistance. I could not do my job without them!

Troy R. Brown  
Town Administrator



**ELECTION/BALLOT VOTING RESULTS  
2019 WARRANT ARTICLES  
TOWN OF LITCHFIELD, NEW HAMPSHIRE**

To the inhabitants of the Town of Litchfield in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on **February 2, 2019 at 10:00 a.m.** for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA §40:13, IV. You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on **Tuesday, March 12, 2019 at 7:00 o'clock** in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by laws to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA §40:13, VIII. The polls for the election of town officers and other action required to be inserted on said ballot will be open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

**ARTICLE 1 - ELECTION OF OFFICERS**

**2 Selectmen - 3 year**

F. Robert Leary, Sr.	<b>699</b>	<b>Elected</b>
Kevin A. Lynch	<b>1023</b>	<b>Elected</b>
Andrew Santom	180	
John R. Brunelle	638	
Keri B. Douglas	444	

**2 Budget Committee - 3 year**

Andrew Cutter	<b>1192</b>	<b>Elected</b>
William G. Hayes	<b>1132</b>	<b>Elected</b>

**1 Budget Committee - 1 year**

Jennifer Bourque	<b>1260</b>	<b>Elected</b>
------------------	-------------	----------------

**1 Cemetery Trustee - 3 year**

Warren W. Adams	<b>1353</b>	<b>Elected</b>
-----------------	-------------	----------------

**1 Trustee to Trust Funds - 3 year**

Mike Falzone	<b>1288</b>	<b>Elected</b>
--------------	-------------	----------------

**2 Library Trustee- 3 year**

Elizabeth Vaughan	<b>1274</b>	<b>Elected</b>
Cécile Bonvouloir	<b>1184</b>	<b>Elected</b>

**ARTICLE 2 - 2019 OPERATING BUDGET**

To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling **\$6,757,953**. Should this article be defeated, the default budget shall be **\$6,713,245** which is the same as last year with certain adjustments required by previous action of the

Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Estimated 2019 tax rate impact: **\$0.08.**

*Recommended by Board of Selectmen (5-0-0)*

*Recommended by Budget Committee (7-1-0)*

**Yes 1064**

No 600

### **ARTICLE 3 - POLICE CONTRACT**

To see if the Town will vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees which provides for the following increases in wages and benefits at the current staffing level and further to raise and appropriate the sum of **\$37,909** for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. Estimated 2019 tax rate impact: **\$0.04.**

2019 - \$37,909

2020 - \$24,942

2021 - \$4,764

*Recommended by Board of Selectmen (5-0-0)*

*Recommended by Budget Committee (7-1-0)*

**Yes 1193**

No 513

### **ARTICLE 4 - HUMAN SERVICES AND HEALTH AGENCIES**

To see if the Town will vote to raise and appropriate the sum of **\$25,000** to support Human Services and Health Agencies that provide services to the Town of Litchfield. If approved, a committee consisting of the Welfare Director, Health Officer and one Resident will review funding requests and submit recommended funding amounts to the Board of Selectmen for approval. Estimated 2019 tax rate impact: **\$0.03.**

*Recommended by Board of Selectmen (5-0-0)*

*Recommended by Budget Committee (6-2-0)*

**Yes 885**

No 789

### **ARTICLE 5 - TOWN EARNED TIME ACCRUAL EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of **\$50,000** to be placed in the Earned Time Accrual Expendable Trust Fund as previously established. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2019 tax rate impact: **\$0.00.**

*Recommended by Board of Selectmen (5-0-0)*

*Recommended by Budget Committee (7-1-0)*

**Yes 1244**

No 429

#### **ARTICLE 6 - TECHNOLOGY & COMMUNICATION EXPENDABLE TRUST FUND**

To see if the Town will vote to establish a Technology and Communication Expendable Trust Fund per RSA 31:19-a, for the purchase and repair of technology and communication equipment and software and to raise and appropriate the sum of **\$50,000** to be placed in the fund; further to name the selectmen as agents to expend from the fund. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2019 tax rate impact: **\$0.00**.

*Recommended by Board of Selectmen (5-0-0)*

*Recommended by Budget Committee (8-0-0)*

**Yes 1284**

No 385

#### **ARTICLE 7 - LAND PURCHASE**

To see if the Town will vote to raise and appropriate the sum of **\$90,000** to purchase a parcel of land in the Town of Litchfield described as Map 15 Lot 30 on Hillcrest Road for the purpose of making ingress and egress safety improvements to the Transfer / Recycling Facility and Highway Garage and provide for future expansion of operational needs. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2019 tax rate impact: **\$0.00**.

*Recommended by Board of Selectmen (5-0-0)*

*Recommended by Budget Committee (8-0-0)*

**YES 1337**

No 345

#### **ARTICLE 8 - TOWN FLAG**

To see if the Town will vote to authorize the Board of Selectmen, upon conducting at least two (2) public hearings, to adopt the Official Town Flag.

*Recommended by Board of Selectmen (5-0-0)*

**YES 1391**

No 290

#### **ARTICLE 9 - KENO**

To see if the Town will vote to allow the operation of Keno within the town pursuant to the provisions of NH RSA 284:41 through 51, upon conducting at least two (2) public hearings?

*Recommended by Board of Selectmen (5-0-0)*

**Yes 1202**

No 476

**ARTICLE 10 - BY PETITION**

This petition article seeks to implement one of the recommendations from the 2018 Municipal Resources Inc. (MRI) report. The study recommended more man-hours for the Litchfield Highway Department. Currently the department does not have the proper staffing to provide appropriate safety standards on the job.

*Recommended by Board of Selectmen (5-0-0)*

**Yes 1252**

**No 409**

**ARTICLE 11 - BY PETITION**

To see if the Town will vote to continue the Code Enforcement Officer, Health Inspector and Zoning Administrator as appointed positions within the Fire Department, or as determined by the Board of Selectmen.

*Recommended by Board of Selectmen (4-0-0)*

**Yes 1003**

**No 645**

**ARTICLE 12 - BY PETITION**

To see if the Town will vote to discontinue the appointed office of Highway Agent and to authorize the Town to elect the Highway Agent. The current Highway Agent shall continue to hold the office until the 2020 Annual Town Meeting election, at which time, the Town will elect a Highway Agent. If adopted, the authority of the Town to elect the Highway Agent shall continue in effect until changed by a majority vote at an annual or special meeting.

*Not Recommended by Board of Selectmen (5-0-0)*

**Yes 664**

**No 996**

**ARTICLE 13 - BY PETITION**

To see if the Town will vote to reverse the appointed office of part-time Fire Chief to an elected position. The current Fire Chief shall continue to hold the office until the 2020 Annual Town Meeting election, at which time, the Town will elect a part-time Fire Chief. If adopted, the authority of the Town to elect the Fire Chief shall continue in effect until changed by a majority vote at an annual or special meeting.

*Not Recommended by Board of Selectmen (5-0-0)*

**Yes 583**

**No 1116**

**ARTICLE 14 - BY PETITION**

To see if the Town will continue to support the Town Administrator position.

**Yes 1219**

**No 451**

*Recommended by Board of Selectmen (4-0-0)*

## EXCERPTS FROM PREVIOUS TOWN REPORTS

≈2009≈

**Selectmen's Report** "....On September 19<sup>th</sup> the Town took a break, came together and celebrated the 275<sup>th</sup> anniversary of our founding by hosting a large parade and gathering at the old Town Hall and Griffin School. This event would not have been possible without the efforts, hard work and dedication of the 275<sup>th</sup> Committee who collected money, planned the event and organized everything. Hundreds of citizens participated in this all day activity that was also attended by Governor Lynch and many of our State Representatives and Senator. A letter of congratulations was sent to the town by President Obama as well as resolutions from the Governor and Executive Council and the NH House and Senate were presented to the Town. This was a historic event for the Town that will be long remembered....."

**Library Report** "....With the introduction of the barcode library cards in 2008, all of the old paper cards officially expired in February. Further, to comply with State Library reporting guidelines, all cards with no activity for 3 years were purged from our system, leaving us with a more accurate count of 2,209 current Library users. This loss of over 3,000 card holders was a bit overwhelming....."

**Highway Department** "....The Town of Litchfield awarded the project #14838 The Albuquerque Avenue Trail (Roland Bergeron Bike Path) completion to American Excavation Corporation with a bid amount of \$314,544.25 and approved by the U.S. Department of Transportation, Federal Highway Administration. The project was executed with the help of Santec Engineering as the overseer of the project. The agreement is contingent upon meeting the starting date of February 17, 2010. If the date is met, one hundred percent (100%) of the construction costs will be funded by the Department of Transportation with AARA funds up to an approved overage of 5%....." "....**Bike Path Dedication** – In consideration of remembering Roland E. Bergeron (former Road Agent/Code Enforcement Officer/Health Officer) and Memorializing Roland's work for 48+ years and the prime driver for the bike path, the Highway department retrieved from the woods, a granite slab shaped like the State of N.H. which Roland had found in his travels. A bronze plaque was embedded on the stone with Roland's picture...."

≈1999≈

**In Memoriam** ".....Carl A. Peterson, October 30, 1915 – September 3, 1999: Board of Selectmen, Town Moderator, Planning Board, Zoning Board of Adjustment and Clerk of the New Hampshire Representatives...." ".....Thomas H. Moody, May 12, 1930 – October 29, 1999: Budget Committee and Recreation Committee....." ".....Olive H. (Haskins) Campbell, October 21, 1917 – November 2, 1999: Library Trustee and Zoning Board of Adjustments...."

**Selectmen's Report** ".....The most exciting event of 1999 was the acquisition and installation of the new town incinerator. For about the cost of transportation and installation, the town now has a "barely been used" million dollar incinerator that handles close to twice the amount of refuse than our old one. Hats off to the Incinerator personnel, the solid waste committee and others that went the extra mile to make this project a success....."

≈1989≈

**Planning Board** ".....Changes in the Commercial and Industrial Zones were approved by the Litchfield voters in March 1989. Revisions included new boundary designations and new performance oriented zoning regulations. The Planning Board continued Hearings and on-site inspections at a rate of over one per week during 1989. Approvals included fewer residential subdivisions and several new commercial site plans including revisions to the Passaconway 18-hole golf course at Naticook Landing Located

between Route 3A and the Merrimack River. The major impact on Litchfield's growth and future development continues to come from the new state highways planned for the region....."

**~1979~**

**Selectmen's Report** ".....The past year has seen many changes in the town. A full time office coordinator was hired in May and has been a great benefit to the town. The incinerator met with many roadblocks; however, we feel that it will be operating in the spring. Plans and specifications have been completed on the dog kennel and bids will be received soon and hopefully work will begin in early 1980. A personnel policy for full time employees was established during the past year. In October a new Police Chief was appointed. Also appointed were two new full time officers. A purchase order system for better financial control will be implemented in the coming year....."

**Cutler Memorial-Litchfield Library** ".....The death of Trustee Lewis C. Goffe in August is our unforgettable loss. His lifelong interest in the printed word in the town library meant hours of time donated for the Library's betterment. This included several years as president of the trustees' board. We have found it fitting to remember Dr. Goffe through the purchase of a book card catalogue which shall be dedicated to both his memory and that of his aunt, Florence Center, who diligently served Litchfield for five decades as its librarian. It is anticipated the catalogue will arrive in mid-summer....."

**Litchfield Parks and Recreation Commission Report** ".....The Parks and Recreation commission once again in 1979 helped support the Litchfield Babe Ruth program. The new wrinkle in 1979 was the addition of a new team, the Cubs, which was comprised of 13 year old ball players. The Cubs, as did their senior counterparts, the Tigers, (15 & 15 year old ball players), enjoyed a very successful season in the Merrimack Valley Babe Ruth League. The new spring sponsored recreation program was the formation of a Girls Softball League. The program was enjoyed by over 100 girls ranging from grades 3 through 8. In the fall, the Recreation Commission, for the first time sponsored a Youth Soccer League. The soccer program was co-ed and was participated by over 120 youths ranging from grades 3 through 8.

**~1969~**

**In Memoriam** ".....Donald Young: Selectman, Cyrus Wilson: Selectman, Town Trustee and Fence Viewer, John Janosz: Police, elected and Elizabeth Hodgson: Town Clerk....."

**Conservation & Recreation Commission** "..... This year we developed and dedicated the Litchfield Town Park on the town owned land on Brickyard Brook. This is a pleasant picnic area with four outdoor fireplaces and five picnic tables. Besides being a picnic area, we have established having a children's fishing area in the park. Fishing in the park area will be restricted to children only....." The Commission supported and welcomed the formation of a 4-H horse club and a ski-mobile club in town. We are also trying to get a ski club started so that young people in the town could get skiing instructions...."

**~1959~**

**Report of the School Board** "..... The School Board wishes to express their gratitude to all of those people who have contributed to making this school year successful. The earnest cooperation of Mr. Adrian Labrie, not only made the new addition available for the first day of school, but also gave the district a very fine building for an equally low cost. The two new classrooms are nicely decorated as to color contrast, as well as being properly lighted and pleasant to occupy. The teachers room, although it is not elaborate or frilly, does give them some needed privacy. This room also helps in the care of children that may become ill, and in the regular duties and inspections of our school nurse....."

**Superintendents Report** “.....It must give every resident of Litchfield a satisfying feeling of accomplishment when you drive by your school and reflect upon the accomplishments brought about over the last few years. From a three room building with three teachers in the eighth grades to an eight room building with seven teachers in 1959. As a result of increased enrollment it was found necessary to divide the combined fifth and sixth grades into single grades.....”

**≈1929≈**

**Report of School Board**” .....It was necessary to have two new teachers for our school at the beginning of this year. We were fortunate in securing for principal, Miss Helen E Pierce of Nashua, a graduate of Keene Normal School, and a teacher of one year’s experience; Miss Charlotte Brown also of Nashua, a graduate of the three year course of the Lesley School of Boston. The hot lunch feature which was inaugurated last year is being carried on this year during the winter term .....”

**School Superintendent’s Report**”...The membership of your schools on January 1<sup>st</sup> was 47. With exception of the school year 1925-26 this is larger than the average membership in any recent year, and it is double the membership of ten years ago.

**≈1909≈**

**Report of the School Board**” .....During the past year we have been able to retain our teacher in School No. 2 without a change, which we feel is better for our students.....” “....In school No. 4 we were fortunate in having Miss Frances Landers for 2 terms. She is a young teacher, but is faithful and conscientious. She was obliged to give up the school to continue her studies. She was succeeded by her sister who is not as experienced as a teacher. This school has made a fair progress, but while we feel it would be much better to have an experienced teacher we have failed to obtain one....”



## Conservation Commission 2019

The Litchfield Conservation Commission (LCC) is an all volunteer advisory board established by the Town pursuant to NHRSA Chapter 36-A “for the proper utilization and protection of the natural resources and for the protection of watershed resources” within Litchfield.

The LCC holds monthly meetings on the first Thursday of the month at 7:00 p.m. in the Town Hall. The public is encouraged to attend.

The Litchfield Conservation Commission had a very busy year in 2019. We worked with three sophomores who have greatly assisted in land management activities for their sophomore projects at Campbell High School.

Unfortunately, the Commission dealt with some hazards at Moore's Falls, including syringes and glass, resulting in a partial closure during a couple of weeks in August. These unfortunate events have shown us, however, that we have great allies in our partner agencies, which assisted us in some of our most challenging situations.

The Londonderry Conservation Commission has been a helpful neighbor who shared their knowledge and experience with us.

We passed conservation area rules. The signs were permanently placed at trail heads. Members of the public are encouraged to contact the Commission with any questions or concerns.

The Eagle Scout project interpretive history signs at Moore’s Falls remain as one reminder of the importance of keeping lands open for public enjoyment.

Respectfully Submitted,  
Joan McKibben  
Tom Levesque, Sr.  
Roger St. Laurent  
Michael Croteau  
Harry Menzigian  
Matt Lepore  
Marion Godzik (alternate)  
John Curtin (alternate)  
Andrew Thompson (alternate)  
Dianne Plansky (alternate)  
Steve Webber, Selectmen Rep.



A visitor while cleaning out the Bat Houses



## **Lower Merrimack River Local Advisory Committee (LMRLAC)**

### **Annual Report - Town of Litchfield 2019**

The LMRLAC is chartered by New Hampshire RSA 483 Section 8-a to advise local authorities on matters pertaining to the management of the Lower Merrimack River corridor, which consists of the Designated River itself and the land within one quarter mile of the shoreline in the Towns of Hudson, Litchfield, and Merrimack, and the City of Nashua. To that end the LMRLAC reviews and comments to the appropriate permitting authorities on every proposed project within the corridor that could impact the resource values and characteristics of the River. The LAC also advocates for general public support for River management and protection activities and is required to report annually to the municipalities on the status of compliance with applicable laws, regulations, and approved plans.

This Report responds to that requirement.

In 2019 LMRLAC reviewed or followed developments on projects in Merrimack, Litchfield, Hudson, and Nashua. LMRLAC also followed the progress of seasonal water quality monitoring, regional flood map status, the Beazer East cleanup effort in Nashua, prospective boat launch projects in Litchfield and Nashua, and the PFAS contamination in the region. LMRLAC also started discussions on updating the Lower Merrimack River Corridor Management Plan (previously updated in 2008). Maintaining adequate representation from all member towns is an ongoing discussion topic as well. In Litchfield, LMRLAC reviewed applications, for the Pennichuck water distribution pipe installation, and an after-the-fact Shoreland application for Mel's Funway Park.

Because public awareness of the River is essential to gaining widespread support for its protection, the provision of greater public access – both on the water and from the shore – is an important goal of the LMRLAC, and is consistent with the Town's and Nashua Regional Planning Commission Long Range Plans. To that end, the LAC will continue to advocate for granting of conservation and public access easements for trails be made a condition of approval for development projects along the shoreline of the Merrimack River.

The LMRLAC member representing the Town of Litchfield is Michael Croteau.

LMRLAC Meetings are held at the Nashua Public Library on the 4th Thursday of the month at 7pm. We encourage new membership. Applications and information can be found at:  
<https://www.nashuarpc.org/about/related-organizations/lmrlac/>

Gene Porter  
Chairman, LMRLAC

## **LITCHFIELD HIGHWAY DEPARTMENT**

Due to the retirement of the former Road Agent, I was appointed to serve as Road Agent / Highway Manager on June 24, 2019. Immediately following my appointment, I started assessing the condition of equipment, vehicles, tools, etc. I worked closely with the Board of Selectmen and Town Administrator in prioritizing most urgent needs and issues of the Department. The Board of Selectmen and Budget Committee inspected the highway facility and equipment in early summer. Based on that inspection and general understanding of existing conditions, the Board of Selectmen supported trading in the Kubota utility tractor and purchasing two (2) new mowers to maintain the Albuquerque bike path and town facilities. Tremendous amount of time was spent on completing major repairs on plow trucks, plow equipment and sanders and good progress was made in replacing power equipment like gas trimmers, chainsaws and hand tools. One of my greatest concerns is safety for department employees. Safety vests, gloves, signs and general operational practices were addressed but more effort is needed in 2020.

The Town's Insurance provider conducted a courtesy safety inspection which provided me with some great ideas to improve department safety practices.

In 2019, the Highway Department completed the following paving projects:

1. Cardinal Lane - Reclaimed and 2 inch base
2. Mayflower Drive - Reclaimed and 2 inch base
3. Albuquerque Ave. (Meadow to Wren) - 1 inch overlay

Please remember, it is the policy of the Town of Litchfield to remove any encumbrance (i.e. fencing, basketball hoops, posts, etc) from the Town's Right-of Way Pursuant to RSA 236:32. If the Road Agent determines that an object is an encumbrance, the owner of the encumbrance will be notified by certified mail that the encumbrance shall be removed within 14 calendar days. Any person who shall place any obstruction or encumbrance in any town road or highway shall be subject to civil liability to the Town of Litchfield pursuant to the provisions of RSA 236:39, for all damages and costs which the Town shall be compelled to pay any person injured by such obstruction, defect, insufficiency or repair.

I want to thank the Board of Selectmen, Town Administrator and all Department Heads and Staff that assisted me throughout the year. Taking on the responsibility of Road Agent / Highway Manager with no training or notice was one of the greatest challenges I've faced in my career. Hopefully, the additional full time Highway Position and new Plow Truck will be approved this year to allow the department to grow as demand for community services increase.

Respectfully submitted,

Kevin P. Brown,  
Road Agent / Highway Manager

## **A RESIDENT'S GUIDE TO WINTER STORM & ICE OPERATIONS AND PROCEDURES**

The Town of Litchfield Highway Department is pleased to issue ***"A Residents Guide to Winter Snow & Ice Operations and Procedures"***. The intent of this pamphlet is to advise Litchfield residents of the Highway Department's winter snow plowing and anti-icing/deicing objectives and to obtain your assistance so that Litchfield roads can be restored to "normal conditions" as promptly and efficiently as possible after a storm. Your cooperation is essential for the Highway Department to achieve this objective. With your assistance and patience, we will be able to provide you with the important functions of our winter maintenance operation i.e., get roads open, keep traffic flowing, and restore roads to safe traveling conditions quickly. We thank you for your anticipated cooperation.

### **SNOWPLOWING OPERATIONS**

The following is a general description of the Highway Department's snow and ice operational plan. As you are aware, each storm is different, but we will try to follow our snow and ice operations policy as closely as possible.

Our SNOW & ICE PROGRAM entails three (3) steps:

1. Anti-icing operation
2. Plowing Operation
3. De-icing operation

#### **Anti-Icing Operation**

As the snowstorm begins, the Highway Department initiates its anti-icing operations by spreading salt when necessary, first on the primary and collector roads, hills and school bus routes and lastly all local roads, the Albuquerque bike path and sidewalks. This serves two main purposes; it prevents the snow from bonding and compacting to the pavement and it keeps traffic moving. When fully operational, 5 de-icing material spreader trucks are used for this operation.

#### **Plowing Operation**

Plowing operations begin when a minimum of 2 to 3 inches of snow accumulates on the ground. The Highway Department has 10 vehicles equipped to plow snow. The main objective during the snowstorm is to keep roads passable.

At the end of the storm, the plows begin to push back the amassed snow to the edge of the pavement. *Residents may want to wait until the roads have been plowed clear, before clearing the entrance of their driveways.* If snow banks need to be pushed back further because of heavy build-up on the road side, we will attempt to do so following a storm given the availability of manpower and equipment.

**No person other than an employee in the service of the Highway Department or any employee in the service of an independent contractor acting for the Highway Department shall pile, push or plow snow or ice into a Town way so as to impede the flow of traffic on such way. Whoever violates this section shall be punished by a fine of not more than one hundred dollars.**

**Parking of cars or other vehicles on Town roads between the hours of 11:00 PM and 7 AM is prohibited between November 15 and April 15 as well as during any other time during a snow storm or snow removal operations.**

The Highway Department staff and contractors are well trained and dedicated to plow "around the clock" if necessary, keeping the roads open and passable. If a plow truck is riding with its plow up, it may be returning to the garage for fuel or repairs. Please be advised that Route 3A is maintained by the New Hampshire Department of Transportation and not by the Town of Litchfield.

Residents should not be alarmed if they do not see their road plowed during the early part of the snow storm. The Highway Department follows an assigned route plan. Please be patient, all Town-owned roads will eventually be plowed.

Another area of concern is mailboxes. We do not "deliberately" knock over or damage mailboxes. Remember, anything installed within the Town's right-of-way (i.e., fence, mailbox, etc.) is placed there at the owner's risk. Generally, the Town's right-of-way extends 25 feet from the centerline of the road (this distance does vary; if you have a question about your specific road, please contact Town Hall.) Residents are encouraged to place mailboxes at the maximum allowable distance from the pavement. Please be aware that the Highway Department does not reimburse for mailboxes damaged

during snow plowing operations. Mailboxes should be inspected regularly to insure that they are secured properly and that posts are sturdy.

Additional obstacles to our snow and ice operation are basketball hoops that are placed in Town roads. These hoops are difficult to see when it is snowing and are capable of snagging and damaging our snow plow trucks. In the event that this happens and damage is caused to the vehicle, the owner will be held responsible for the damage. So please take the time to remove the hoops during the winter months. Your cooperation is greatly appreciated.

#### **De-Icing Operation**

Once the snowfall has stopped and all roads are clear of snow, post storm de-icing operations commence. All roads are again treated with salt when necessary to improve traction and melt remaining snow and ice (*the exception to this policy will only be when material supplies are extremely low and main roads, hills and bus routes become more of a priority than secondary roads*). Bear in mind, that at temperatures below 20 degrees Fahrenheit, salt will not melt existing ice.

#### **Residents Can Help:**

Residents can assist the Highway Department during a snow storm by heeding these suggestions:

1. *Observe all winter parking bans.*
2. *Reduce your speed and drive cautiously.*
3. *Remain off the streets during snow storms unless absolutely necessary.*
4. *Do not allow children to make "snow forts" at edge of roads.*
5. *Do not plow, blow or throw snow into the road.*
6. *Before final clean-up of your driveway, check the road. If it does not appear to be widened out, a plow will most likely be returning to plow again, and may push snow back into the entrance of your driveway more than once.*
7. *During plowing operations, some lawn areas located within the Town's right of way will inadvertently be damaged. To help prevent this from occurring, we recommend that you maintain reflectors at the edge of your lawn (not within the Town's right of way) as a guide for our plow operators. Please avoid placing reflectors and other metal bars within the Town's right of way.*
8. *Finally, please have patience. Snow plowing is a time consuming and arduous job covering approximately 74 miles of roads and 10 miles of sidewalk. Some residents will have their road plowed first and some will be last, but in the end, all town roads will be cleared.*

---

The Highway Department is devoted to providing the residents of Litchfield with dependable snow and ice operation in the shortest and most efficient time possible. With your cooperation we will all benefit during a snowstorm. If you have any questions concerning the snow and ice operations as it is explained, please call your Road Agent at (603-674-7142) or e-mail at [kbrown@litchfieldnh.gov](mailto:kbrown@litchfieldnh.gov). We will try to assist you in any possible way.

## Solid Waste Facility

The Town of Litchfield Transfer Station started operation in the fall of 2010.

Town of Litchfield Transfer Station

**Best T stop in the state!!!**

Dave Mellen

26 years Senior Lic. State of New Hampshire

David Worster

16 years Level IV Lic. State of New Hampshire

Bryan dePointbriand

9 years Level III Lic. State of New Hampshire

Dave Walsh

4 years service Level II Lic. State of New Hampshire

Derek Miniervini

7 years service Level II Lic. State of New Hampshire

Russ Beebie

4 years service Level I Lic. State of New Hampshire

Jim Briggs

5 years service level II Lic. State of New Hampshire

Kevin Michon

1 year service Level I Lic State of New Hampshire

***The cryosphere starts to recede  
And the soot falls to encrust our leaves  
No matter what the leaders say  
The earth is turning a darker grey  
The earth is warming  
The clock is turning  
So take warning***

Insert for the Town of Litchfield



In 2019, the Town of Litchfield was awarded a grant from NH the Beautiful (NHtB) in the amount of \$5,000.00. This grant was used toward the purchase of a Skid Steer. The Skid Steer assists with all baling functions at the recycling center. They will use the Skid Steer to move recyclables around and into the balers.

NH the Beautiful, Inc. ([www.nhthebeautiful.org](http://www.nhthebeautiful.org)) is a private non-profit charitable trust founded in 1983. All NHtB funding comes from voluntary donations made by the soft drink, grocery, and malt beverage industries in NH.

NHtB has been helping New Hampshire communities improve their recycling programs for over 30 years by providing equipment grants and recycling signs as well as offering discounted pricing on recycling bins and containers.

NHtB New Hampshire the Beautiful, Inc. also supports the NRRRA School Education Program (the CLUB). The Northeast Resource Recovery Association (NRRRA) ([www.nrra.net](http://www.nrra.net)) is administrator for the New Hampshire the Beautiful programs.

NH the Beautiful is pleased to support the Town of Litchfield its efforts to improve its recycling program.





Northeast Resource Recovery Association  
2101 Dover Road, Epsom, NH 03234  
Phone: 603.736.4401 Fax: 603.736.4402  
Email: info@nrna.net Web: www.nrra.net

*"Partnering to make recycling strong through economic and environmentally sound solutions"*

## **Litchfield, NH**

### **Congratulations for being such active recyclers!**

Below please find information on the positive impact your recycling has had on our environment.

The recyclable materials listed below were sent to market to be remanufactured into new products through your non-profit recycling organization, the Northeast Resource Recovery Association.

<b>Recyclable Material</b>	<b>Amount Recycled In 2019</b>	<b>Environmental Impact!</b> Here is <u>only one</u> benefit of recycling materials rather than manufacturing products from virgin resources
Aluminum Cans	26,480 lbs.	Conserved enough energy to run a television for 2,695,664 hours!
Scrap Metal	185.3 gross tons	Conserved 518,725 pounds of iron ore!
Steel Cans	15.8 gross tons	Conserved enough energy to run a 60 watt light bulb for 923,000 hours!
Tires	4 tons	Conserved 2.6 barrels of oil!

#### **Avoided Emissions:**

Recycling uses much less energy than making products from virgin resources, and using less energy means fewer greenhouse gases emitted into the atmosphere.

By recycling the materials above, you have avoided about **1,055 tons** of carbon dioxide emissions  
This is the equivalent of removing **224 passenger cars** from the road for an entire year

1/16/2020



Partnering to Make Recycling Strong Through Economic and Environmentally  
Sound Solutions

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234  
Telephone: (603) 736-4401 Fax: (603) 736-4402  
E-mail: [info@nrna.net](mailto:info@nrna.net) Web Site: [www.nrra.net](http://www.nrra.net)



## Activity Detail Report

This is not a Bill - Pay from Invoice Only

### Litchfield, NH

Commodity	Pickup Date	Release #	Lbs.	Net Tons	Gross Tons	# of Units	Price	Haul Charge	Program Revenue	Program Expenses	Net Revenue/Expenses
Alum Can-Baled	4/3/19	355133	13,400	6.70	5.98	50	\$0.350		\$4,690.00		
Alum Can-Baled	9/12/19	362516	13,080	6.54	5.84	50	\$0.270		\$3,531.60		
<b>Subtotals</b>			26,480	13.24	11.82				8,221.60		
Bulbs-Bulk 2'	11/1/19	364134				116	\$0.075			\$8.70	
<b>Subtotals</b>										\$8.70	
Bulbs-Bulk 4'	11/1/19	364134				7672	\$0.075			\$575.40	
<b>Subtotals</b>										\$575.40	
Bulbs-Bulk 8'	11/1/19	364134				840	\$0.075			\$63.00	
<b>Subtotals</b>										\$63.00	
Bulbs-Compact	11/1/19	364134				3	\$0.500			\$1.50	
<b>Subtotals</b>										\$1.50	
Bulbs-Surcharge	11/1/19	364134				1	\$48.720			\$48.72	
<b>Subtotals</b>										\$48.72	
Bulbs-U-tubes	11/1/19	364134				164	\$0.500			\$82.00	
<b>Subtotals</b>										\$82.00	
C&D-Trans.	1/2/19	353130				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	1/29/19	353922				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	3/21/19	355388				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	4/16/19	356270				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	5/3/19	356993				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	5/23/19	357704				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	6/11/19	358122				1	\$0.000	\$235.00		\$235.00	

Report provided by: Windows User

report date: 1/16/2020

1/16/2020



Partnering to Make Recycling Strong Through Economic and Environmentally

Sound Solutions

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234

Telephone: (603) 736-4401

Fax: (603) 736-4402

E-mail: [info@nrna.net](mailto:info@nrna.net)Web Site: [www.nrra.net](http://www.nrra.net)

## Activity Detail Report

This is not a Bill - Pay from Invoice Only

## Litchfield, NH

Commodity	Pickup Date	Release #	Lbs.	Net Tons	Gross Tons	# of Units	Price	Haul Charge	Program Revenue	Expenses	Net Revenue/Expenses
C&D-Trans.	6/18/19	358896				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	7/1/19	359666				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	7/16/19	360272				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	8/6/19	361128				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	8/21/19	361734				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	8/27/19	362108				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	9/16/19	362953				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	10/10/19	364128				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	10/22/19	364423				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	11/5/19	365029				1	\$0.000	\$235.00		\$235.00	
C&D-Trans.	11/26/19	366022				1	\$0.000	\$235.00		\$235.00	
<b>Subtotals</b>								\$4230.00		\$4,230.00	
Freon-Units	4/17/19	356151				31	\$9.000			\$279.00	
Freon-Units	6/10/19	358510				31	\$9.000			\$279.00	
Freon-Units	8/22/19	361736				39	\$9.000			\$351.00	
Freon-Units	11/14/19	365243				38	\$8.000			\$304.00	
<b>Subtotals</b>										\$1,213.00	
Glass-Clean	1/2/19	352973	25,400	12.70	11.34	1	\$35.000			\$444.50	
Glass-Clean	1/29/19	353921	27,020	13.51	12.06	1	\$35.000			\$472.85	
<b>Subtotals</b>										\$917.35	
Glass-PGA	3/29/19	355617	25,520	12.76	11.39	1	\$35.000			\$446.60	
Glass-PGA	5/10/19	356995	25,520	12.76	11.39	1	\$35.000			\$446.60	
Glass-PGA	6/14/19	358509	25,520	12.76	11.39	1	\$35.000			\$446.60	

Report provided by: Windows User

report date: 1/16/2020

1/16/2020



Partnering to Make Recycling Strong Through Economic and Environmentally  
Sound Solutions

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234  
Telephone: (603) 736-4401 Fax: (603) 736-4402  
E-mail: [info@nrna.net](mailto:info@nrna.net) Web Site: [www.nrra.net](http://www.nrra.net)



## Activity Detail Report

This is not a Bill - Pay from Invoice Only

### Litchfield, NH

Commodity	Pickup Date	Release #	Lbs.	Net Tons	Gross Tons	# of Units	Price	Haul Charge	Program Revenue	Program Expenses	Net Revenue/Expenses
Glass-PGA	8/2/19	360492	25,520	12.76	11.39	1	\$35.000			\$446.60	
Glass-PGA	9/6/19	362472	25,520	12.76	11.39	1	\$35.000			\$446.60	
Glass-PGA	10/25/19	364422	25,520	12.76	11.39	1	\$35.000			\$446.60	
Glass-PGA	12/6/19	366260	25,520	12.76	11.39	1	\$35.000			\$446.60	
<b>Subtotals</b>			178,640	89.32	79.75					\$3,126.20	
Glass-PGA-Transportation	3/29/19	355617				1	\$0.000	\$540.00		\$540.00	
Glass-PGA-Transportation	6/14/19	358509				1	\$0.000	\$540.00		\$540.00	
Glass-PGA-Transportation	8/2/19	360492				1	\$0.000	\$540.00		\$540.00	
Glass-PGA-Transportation	9/6/19	362472				1	\$0.000	\$540.00		\$540.00	
Glass-PGA-Transportation	10/25/19	364422				1	\$0.000	\$540.00		\$540.00	
Glass-PGA-Transportation	12/6/19	366260				1	\$0.000	\$540.00		\$540.00	
<b>Subtotals</b>								\$3240.00		\$3,240.00	
Glass-Trans.	1/2/19	352973				1	\$0.000	\$525.00		\$525.00	
Glass-Trans.	1/29/19	353921				1	\$0.000	\$525.00		\$525.00	
Glass-Trans.	5/10/19	356995				1	\$0.000	\$540.00		\$540.00	
<b>Subtotals</b>								\$1590.00		\$1,590.00	
Propane - 20# Damaged	6/12/19	357810				8	\$2.000			\$16.00	
Propane - 20# Damaged	11/19/19	364105				11	\$2.000			\$22.00	
<b>Subtotals</b>										\$38.00	
Propane- 20#	6/12/19	357810				48	\$2.000		\$96.00		
Propane- 20#	11/19/19	364105				43	\$2.000		\$86.00		
<b>Subtotals</b>									182.00		

Report provided by: Windows User

report date: 1/16/2020

## Activity Detail Report

This is not a Bill - Pay from Invoice Only

Litchfield, NH

Commodity	Pickup Date	Release #	Lbs.	Net Tons	Gross Tons	# of Units	Price	Haul Charge	Program Revenue	Program Expenses	Net Revenue/Expenses
Propane- 30#	6/12/19	357810				2	\$8.000			\$16.00	
Propane- 30#	11/19/19	364105				1	\$8.000			\$8.00	
<b>Subtotals</b>										\$24.00	
Propane- 40#	11/19/19	364105				1	\$12.000			\$12.00	
<b>Subtotals</b>										\$12.00	
Propane-Trans.	6/12/19	357810				1	\$0.000	\$25.00		\$25.00	
Propane-Trans.	11/19/19	364105				1	\$25.000			\$25.00	
<b>Subtotals</b>								\$25.00		\$50.00	
Scrap-Al Fe High Grade 70%	7/12/19	359952	2,300	1.15	1.03	1	\$0.190	\$139.03	\$437.00	\$139.03	
Scrap-Al Fe High Grade 70%	12/19/19	366885	2,920	1.46	1.30	1	\$0.150	\$137.86	\$438.00	\$137.86	
<b>Subtotals</b>			5,220	2.61	2.33			\$276.89	875.00	\$276.89	
Scrap-Metal	1/8/19	353317	9,920	4.96	4.43	1	\$80.000	\$141.30	\$354.29	\$141.30	
Scrap-Metal	2/6/19	354097	13,760	6.88	6.14	1	\$80.000	\$139.03	\$491.43	\$139.03	
Scrap-Metal	3/14/19	355059	14,920	7.46	6.66	1	\$130.000	\$139.03	\$865.89	\$139.03	
Scrap-Metal	4/4/19	355721	13,320	6.66	5.95	1	\$130.000	\$140.20	\$773.03	\$140.20	
Scrap-Metal	4/11/19	355990	12,260	6.13	5.47	1	\$130.000	\$140.20	\$711.52	\$140.20	
Scrap-Metal	4/16/19	356269	11,200	5.60	5.00	1	\$130.000	\$140.20	\$650.00	\$140.20	
Scrap-Metal	4/24/19	356537	12,620	6.31	5.63	1	\$130.000	\$140.20	\$732.41	\$140.20	
Scrap-Metal	5/3/19	356793	22,400	11.20	10.00	1	\$120.000	\$140.20	\$1,200.00	\$140.20	
Scrap-Metal	5/20/19	357401	14,280	7.14	6.38	1	\$120.000	\$140.20	\$765.00	\$140.20	
Scrap-Metal	5/29/19	357857	12,380	6.19	5.53	1	\$120.000	\$140.20	\$663.22	\$140.20	
Scrap-Metal	6/3/19	358090	12,840	6.42	5.73	1	\$120.000	\$140.20	\$687.85	\$140.20	
Scrap-Metal	6/11/19	358457	13,940	6.97	6.22	1	\$120.000	\$140.20	\$746.78	\$140.20	

Report provided by: Windows User

report date: 1/16/2020

1/16/2020



Partnering to Make Recycling Strong Through Economic and Environmentally  
Sound Solutions

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234  
Telephone: (603) 736-4401 Fax: (603) 736-4402  
E-mail: [info@nrta.net](mailto:info@nrta.net) Web Site: [www.nrta.net](http://www.nrta.net)



## Activity Detail Report

This is not a Bill - Pay from Invoice Only

### Litchfield, NH

Commodity	Pickup Date	Release #	Lbs.	Net Tons	Gross Tons	# of Units	Price	Haul Charge	Program Revenue	Program Expenses	Net Revenue/Expenses
Scrap-Metal	6/18/19	358892	14,200	7.10	6.34	1	\$120.000	\$140.20	\$760.72	\$140.20	
Scrap-Metal	6/25/19	359333	10,580	5.29	4.72	1	\$105.000	\$140.20	\$495.94	\$140.20	
Scrap-Metal	7/10/19	359662	11,620	5.81	5.19	1	\$105.000	\$139.03	\$544.69	\$139.03	
Scrap-Metal	7/12/19	359951	12,260	6.13	5.47	1	\$105.000	\$139.03	\$574.69	\$139.03	
Scrap-Metal	7/24/19	360491	13,640	6.82	6.09	1	\$105.000	\$139.03	\$639.38	\$139.03	
Scrap-Metal	8/8/19	361127	15,760	7.88	7.04	1	\$105.000	\$139.03	\$738.75	\$139.03	
Scrap-Metal	8/16/19	361458	12,620	6.31	5.63	1	\$95.000	\$139.03	\$535.22	\$139.03	
Scrap-Metal	8/28/19	362106	14,640	7.32	6.54	1	\$95.000	\$139.03	\$620.89	\$139.03	
Scrap-Metal	9/5/19	362471	12,840	6.42	5.73	1	\$85.000	\$137.86	\$487.23	\$137.86	
Scrap-Metal	9/10/19	362710	13,020	6.51	5.81	1	\$85.000	\$137.86	\$494.06	\$137.86	
Scrap-Metal	9/19/19	363150	12,380	6.19	5.53	1	\$60.000	\$137.86	\$331.61	\$137.86	
Scrap-Metal	9/24/19	363283	8,660	4.33	3.87	1	\$60.000	\$137.86	\$231.97	\$137.86	
Scrap-Metal	10/8/19	363913	13,040	6.52	5.82	1	\$60.000	\$137.86	\$349.28	\$137.86	
Scrap-Metal	10/16/19	364193	10,900	5.45	4.87	1	\$60.000	\$137.86	\$291.97	\$137.86	
Scrap-Metal	11/1/19	364750	13,640	6.82	6.09	1	\$60.000	\$137.86	\$365.36	\$137.86	
Scrap-Metal	11/6/19	365028	11,300	5.65	5.04	1	\$60.000	\$137.86	\$302.68	\$137.86	
Scrap-Metal	11/19/19	365452	13,580	6.79	6.06	1	\$60.000	\$137.86	\$363.75	\$137.86	
Scrap-Metal	11/27/19	366021	10,740	5.37	4.79	1	\$60.000	\$137.86	\$287.68	\$137.86	
Scrap-Metal	12/6/19	366257	7,680	3.84	3.43	1	\$60.000	\$137.86	\$205.72	\$137.86	
Scrap-Metal	12/26/19	367068	12,820	6.41	5.72	1	\$75.000	\$137.86	\$429.24	\$137.86	
<b>Subtotals</b>			409,760	204.88	182.93			\$4450.06	17,692.25	\$4,450.06	
Scrap-Misc.	9/17/19	362952				1	\$0.000	\$137.86		\$137.86	
<b>Subtotals</b>								\$137.86		\$137.86	

Report provided by: Windows User

report date: 1/16/2020

1/16/2020



Partnering to Make Recycling Strong Through Economic and Environmentally  
Sound Solutions

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234  
Telephone: (603) 736-4401 Fax: (603) 736-4402  
E-mail: [info@nrna.net](mailto:info@nrna.net) Web Site: [www.nrra.net](http://www.nrra.net)



## Activity Detail Report

This is not a Bill - Pay from Invoice Only

### Litchfield, NH

Commodity	Pickup Date	Release #	Lbs.	Net Tons	Gross Tons	# of Units	Price	Haul Charge	Program Revenue	Expenses	Net Revenue/Expenses
Steel Cans-Loose	1/16/19	353550	4,000	2.00	1.79	1	\$25.000	\$141.38	\$44.64	\$141.38	
Steel Cans-Loose	2/28/19	354771	4,460	2.23	1.99	1	\$45.000	\$139.03	\$89.60	\$139.03	
Steel Cans-Loose	5/3/19	356955	9,980	4.99	4.46	1	\$50.000	\$140.20	\$222.77	\$140.20	
Steel Cans-Loose	6/20/19	358895	3,920	1.96	1.75	1	\$35.000	\$140.20	\$61.25	\$140.20	
Steel Cans-Loose	8/21/19	361735	4,100	2.05	1.83	1	\$35.000	\$139.03	\$64.06	\$139.03	
Steel Cans-Loose	10/23/19	364425	4,160	2.08	1.86	1	\$25.000	\$137.86	\$46.43	\$137.86	
Steel Cans-Loose	12/26/19	367069	4,880	2.44	2.18	1	\$70.000	\$137.86	\$152.50	\$137.86	
<b>Subtotals</b>			35,500	17.75	15.85			\$975.56	681.25	\$975.56	
Tires	4/18/19	356150	3,600	1.80	1.61	144	\$2.750			\$396.00	
Tires	4/18/19	356150	315	0.16	0.14	7	\$16.000			\$112.00	
<b>Subtotals</b>			3,915	1.96	1.75					\$508.00	
Tires-Passenger	8/12/19	361456	4,100	2.05	1.83	164	\$2.750			\$451.00	
<b>Subtotals</b>			4,100	2.05	1.83					\$451.00	
Wood	1/2/19	353130	11,160	5.58	4.98	1	\$60.000			\$334.80	
Wood	1/29/19	353922	8,980	4.49	4.01	1	\$60.000			\$269.40	
Wood	3/21/19	355388	11,040	5.52	4.93	1	\$66.000			\$364.32	
Wood	4/16/19	356270	11,560	5.78	5.16	1	\$66.000			\$381.48	
Wood	5/3/19	356993	10,500	5.25	4.69	1	\$66.000			\$346.50	
Wood	5/23/19	357704	9,440	4.72	4.21	1	\$66.000			\$311.52	
Wood	6/11/19	358122	9,540	4.77	4.26	1	\$66.000			\$314.82	
Wood	6/18/19	358896	7,880	3.94	3.52	1	\$66.000			\$260.04	
Wood	7/1/19	359666	8,580	4.29	3.83	1	\$66.000			\$283.14	
Wood	7/16/19	360272	10,380	5.19	4.63	1	\$66.000			\$342.54	

Report provided by: Windows User

report date: 1/16/2020



1/16/2020



Partnering to Make Recycling Strong Through Economic and Environmentally  
Sound Solutions  
Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234  
Telephone: (603) 736-4401 Fax: (603) 736-4402  
E-mail: [info@nrna.net](mailto:info@nrna.net) Web Site: [www.nrra.net](http://www.nrra.net)



## Activity Detail Report

This is not a Bill - Pay from Invoice Only

### Litchfield, NH

Commodity	Pickup Date	Release #	Lbs.	Net Tons	Gross Tons	# of Units	Price	Haul Charge	Program Revenue	Program Expenses	Net Revenue/Expenses
Wood	8/6/19	361128	8,360	4.18	3.73	1	\$66.000			\$275.88	
Wood	8/21/19	361734	9,920	4.96	4.43	1	\$66.000			\$327.36	
Wood	8/27/19	362108	8,680	4.34	3.88	1	\$66.000			\$286.44	
Wood	9/16/19	362953	9,980	4.99	4.46	1	\$66.000			\$329.34	
Wood	10/10/19	364128	10,260	5.13	4.58	1	\$66.000			\$338.58	
Wood	10/22/19	364423	8,820	4.41	3.94	1	\$66.001			\$291.06	
Wood	11/5/19	365029	8,600	4.30	3.84	1	\$66.000			\$283.80	
Wood	11/26/19	366022	8,980	4.49	4.01	1	\$66.000			\$296.34	
<b>Subtotals</b>			172,660	86.33	77.08					\$5,637.36	
<b>Grand totals</b>			888,695	444.35	396.74				\$27,652.10	\$27,656.60	\$4.50

Report provided by: Windows User

report date: 1/16/2020



Recharging the planet. Recycling your batteries.™

Run Date: 1/10/2020

## Site Summary Report

### Litchfield Transfer Station

Call2Recycle ID: 115735

Enrolled: October 03, 2008

Store ID:  
2 Liberty Way  
Litchfield, NH 03052-2345

Batteries / Cell Phones Collected From 01/01/2019 To 12/31/2019

#### Rechargeable Batteries

	Weight (lbs)
Nickel Cadmium (Ni-Cd)	282
Lithium Ion (Li-Ion)	73
Nickel Metal Hydride (Ni-MH)	10
Small Sealed Lead Acid (SSLA/Pb)	2
<b>Total:</b>	<b>367</b>

#### Non-Rechargeable Batteries / Cell Phones

	Weight (lbs)
Alkaline	2
Lithium	2
<b>Total:</b>	<b>4</b>



### Fully Charged!

You Last Sent a Box to Call2Recycle  
On December 26, 2019.

(15 Days Ago)

For the Reporting Period You Have:

Sent in **12 Boxes**

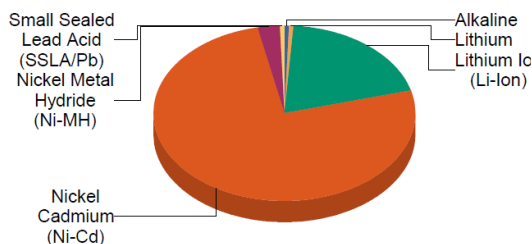
Collected a Total of **371 lbs**

Returned **0** Cell Phones

**Fully Charged** - You last recycled with Call2Recycle within 3 months  
**Time To Recharge** - You last recycled with Call2Recycle between 3 months and 1 year ago  
**Drained** - You last recycled with Call2Recycle more than 1 year ago  
**Empty** - You have never recycled with Call2Recycle

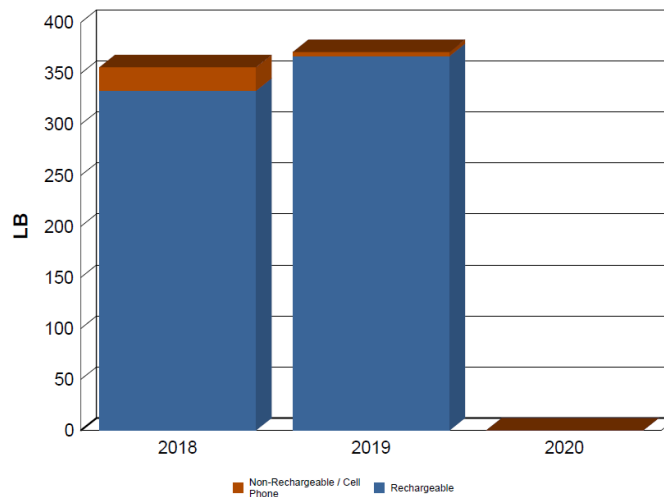
#### Collection Breakdown

Weights in lbs



Alkaline	0.5%
Lithium	0.5%
Lithium Ion (Li-Ion)	19.7%
Nickel Cadmium (Ni-Cd)	76.0%
Nickel Metal Hydride (Ni-MH)	2.7%
Small Sealed Lead Acid (SSLA/Pb)	0.5%
<b>Total:</b>	<b>100.0%</b>

#### 3 Year Trend



Call2Recycle Account Manager: Tim Warren  
twarren@call2recycle.org

## Introduction

This report highlights the benefits to the Town of Litchfield from its participation in the Nashua Region Solid Waste Management District's (NRSWMD) 2019 Household Hazardous Waste Program. This program was funded by municipal assessments, user fees, and a grant received by the Nashua Regional Planning Commission from the NH Dept. of Environmental Services. The following charts and figures reflect data from collection events held during the spring, summer, and fall of 2019.

## 2019 Collection Overview

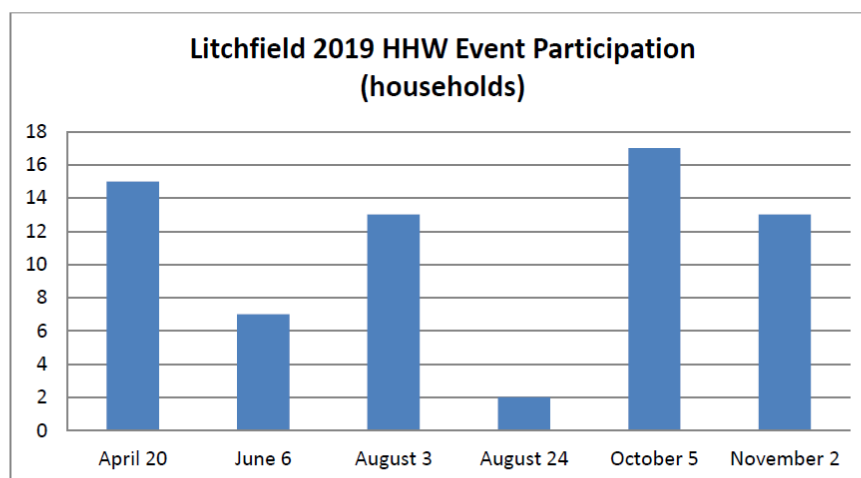
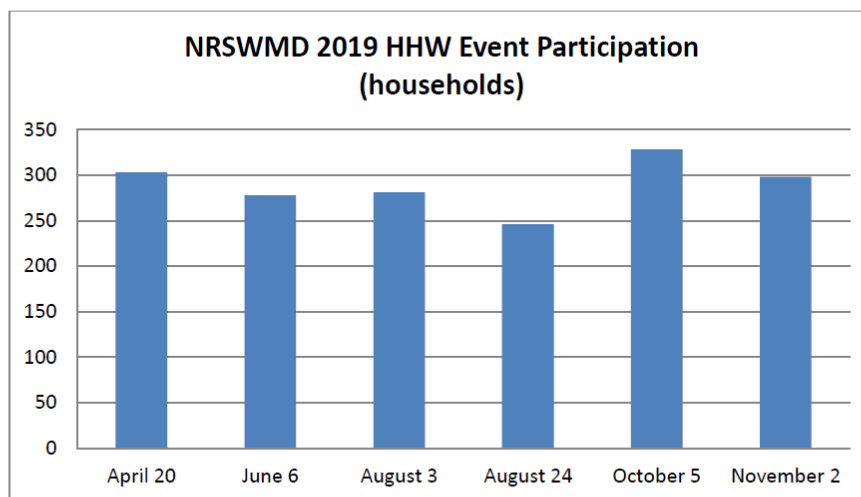
Six (6) collections were held during the 2019 HHW season. Five of the events were located at the Nashua Public Works Garage and one satellite event was held in Pelham. Residents from any NRSWMD member municipality can participate in any event.

Saturday April 20, 8am-12pm, in Nashua	Saturday August 24, 8am-12pm, in Pelham
Thursday June 6, 3-7pm, in Nashua	Saturday October 5, 8am-12pm, in Nashua
Saturday August 3, 8am-12pm, in Nashua	Saturday November 2, 8am-12pm, in Nashua

## 2019 Total Participation

In 2019, a total of 1,734 households participated in the HHW collections District-wide; of those, 67 households or 3.9% came from Litchfield. According to the 2018 NH Office of Energy and Planning estimates, the population of the NRSWMD region is 220,070. The 2018 OEP population estimate for the Town of Litchfield is 8,636, which is 3.9% of the District's total population. Thus, Litchfield residents utilize the collection events at a rate consistent with their population. 30% of Litchfield participants were first time attendees.

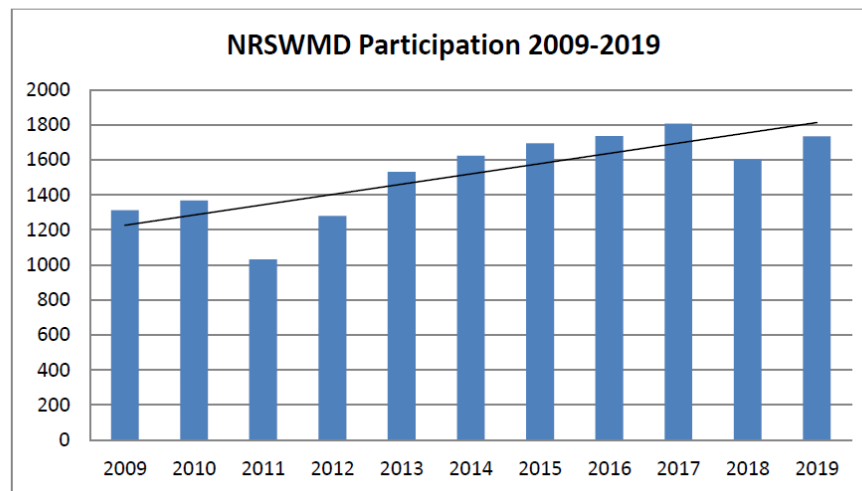
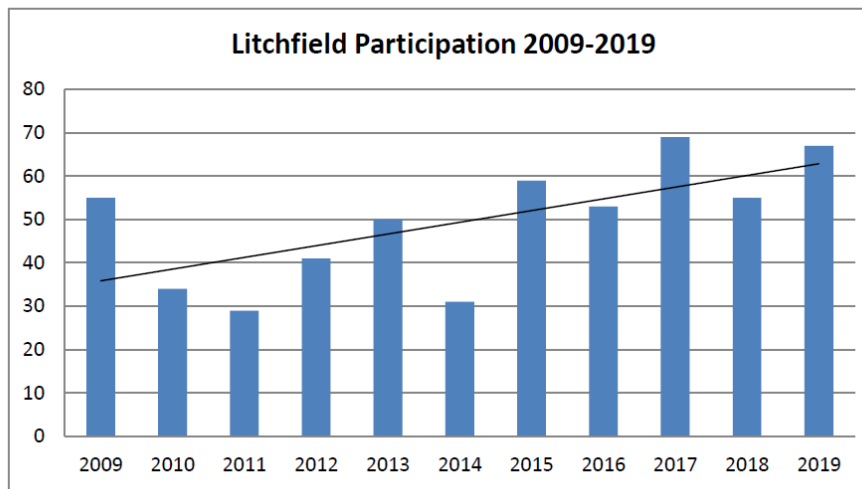
Households	April 20	June 6	Aug. 3	Aug. 24	Oct. 5	Nov. 2	Total	Percent Participation	Percent Population
NRSWMD	303	278	281	246	328	298	1,734	N/A	N/A
Litchfield	15	7	13	2	17	13	67	3.9%	3.9%



#### Historic Participation Trends

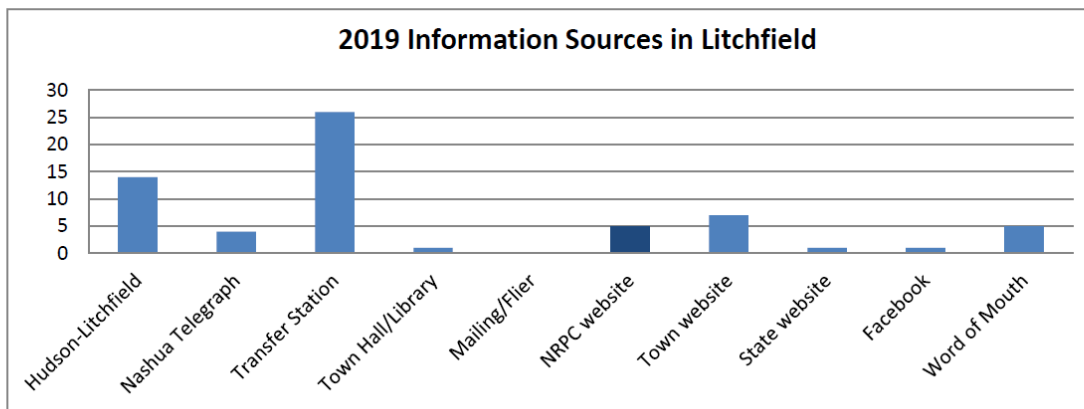
The Nashua Region Solid Waste Management District has charged a \$10 user fee per vehicle since 2008, which was increased to \$15 for the 2019 collection season. While participation rates have trended upward in the past decade, they were down slightly District-wide and in Litchfield from highs in 2017. That said, it is important to note that the District went from holding 7 events in 2016 and 2017 to 6 events in 2018 and 2019.

Households	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Litchfield	55	34	29	41	50	31	59	53	69	55	67
District	1,312	1,368	1,032	1,280	1,532	1,623	1,696	1,736	1,808	1,603	1,734
Litchfield % of Total	4.19%	2.49%	2.81%	3.20%	3.26%	1.91%	3.48%	3.05%	3.82%	3.43%	3.86%



### Information Sources

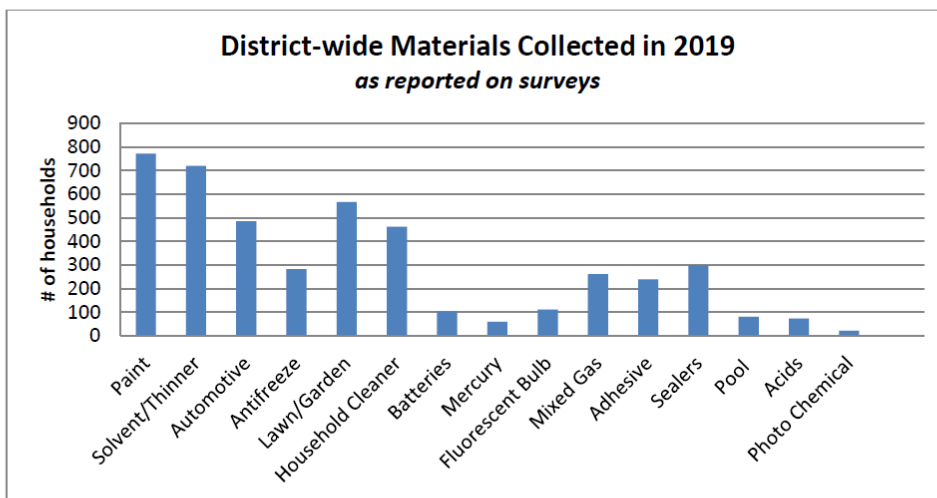
By tracking how participants learn about HHW events, we can better target our marketing and outreach. In 2019, most Litchfield residents learned about HHW collections through the Transfer Station (26 households).



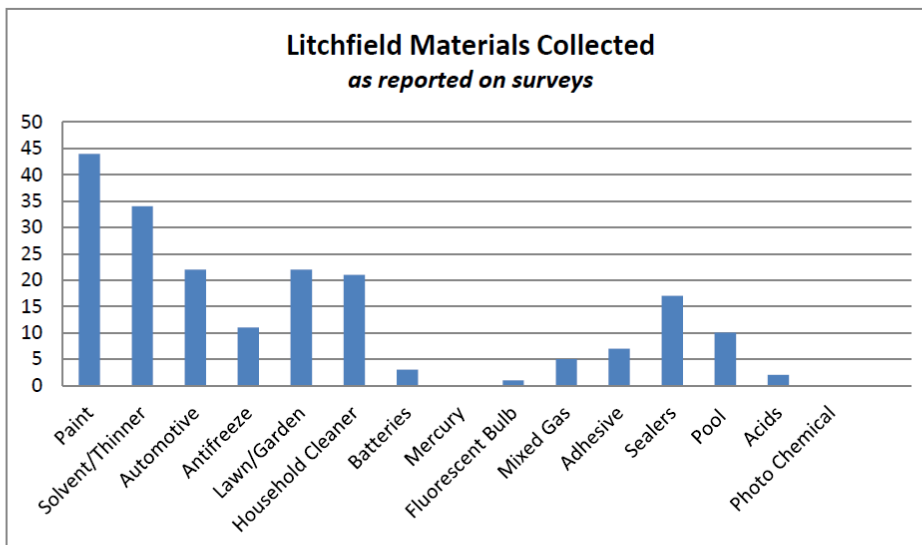
### Materials Collected

The Solid Waste District manifested a total of 95,801 pounds of waste during the 2019 collection season. Of this, 83,792 pounds were hazardous and 12,009 pounds were universal wastes. This is an increase of 5,474 pounds from the 2018 total (90,327 total pounds of waste in 2018; 79,141 pounds hazardous and 11,186 pounds universal).

Participant surveys provide more detailed information on the types of waste being collected from each municipality. This information can be used to target community-specific outreach and education efforts on the most prominent types of waste being collected. The composition of waste collected through the 2019 HHW events, as reported on participant surveys, is shown below. Paint continued to be the most common item received; 771 households District-wide (44.5%) brought paint to the 2019 collection events. This is lower than the percentage of households who brought paint in the previous two years. Solvents and thinners were the second most common item again in 2019, with 720 households (41.5%) reporting to bring these materials. Lawn and garden products were the third most common item again in 2019, at 566 households (32.6%).



Among Litchfield residents, 44 out of the 67 participating households (65.7%) brought paint to the collection events, 34 households (50.7%) brought solvents and thinners, and 22 households (32.8%) brought lawn and garden products.



## Electronics - 2019

<b>547 Air Conditioners</b>	<b>Weight</b>	<b>Per Pound</b>	<b>Amount</b>		
4/4/19	2,486.00	0.03	74.58		
5/24/19	1,938.00	0.03	58.14		
6/21/19	1,479.00	0.03	44.37		
8/8/19	4,719.00	0.03	141.57		
10/3/19	1,655.00	0.03	49.65		
11/1/19	2,009.00	0.03	60.27		
11/7/19	2,188.00	0.03	65.64		
12/13/19	772.00	0.03	23.16		
				<b>\$517.38</b>	<b>17,246.00</b>
<b>450 Computers</b>					
3/13/19	1,053.00	0.15	157.95		
6/21/19	763.00	0.15	114.45		
10/3/19	913.00	0.15	136.95		
				<b>\$409.35</b>	<b>2729</b>
<b>560 Christmas Wire</b>					
3/13/19	306.00	0.08	24.48		
4/12/19	395.00	0.08	31.60		
				<b>\$56.08</b>	<b>701</b>
<b>404 Printers</b>					
3/20/19					
4/4/19					
5/24/19					
10/3/19	422.00	(0.15)	(63.30)		
				<b>\$0.00</b>	<b>422.00</b>
<b>540CRTS/Monitors</b>					
3/13/19	1,067.00	(0.28)	(298.76)		
4/4/19	4,452.00	(0.28)	(1,246.56)		
5/24/19	1,339.00	(0.28)	(374.92)		
6/21/19	983.00	(0.28)	(275.24)		
8/8/19	3,127.00	(0.28)	(875.00)		
10/3/19	2,710.00	(0.28)	(758.80)		
11/1/19	1,349.00	(0.28)	(377.72)		
11/7/19	2,168.00	(0.28)	(607.04)		
12/13/19	2,553.00	(0.28)	(714.84)		
				<b>-\$5,528.88</b>	<b>19,748.00</b>



**550 Comp Wire**

3/13/19	721.00	0.36	259.56
5/24/19	599.00	0.35	209.65
6/21/19	798.00	0.32	255.36
8/8/19	553.00	0.32	176.96
11/1/19	1,169.00	0.35	409.05
12/13/19	530.00	0.32	169.60

**\$1,480.18      4,370.00**

**400 Electronic Scrap**

3/13/19	564.00	0.10	56.40
6/21/19	1,432.00	0.05	71.60
8/8/19	1,465.00	0.05	73.25
11/1/19	457.00	0.05	22.85

**3,918.00**

**LG Electronic Scrap**

3/13/19	1,671.00	0.05	83.55
4/12/19	1938	0.05	96.90
5/24/19	1221	(0.05)	(61.05)
8/8/19	1043	0.00	0.00
11/1/19	395	0.03	11.85
11/7/19	1218	0.05	60.90
12/13/19	641	0.00	0.00

**8,127.00**

**540 LCD**

3/13/19	1,117.00	(0.15)	(167.55)
4/12/19	633.00	(0.20)	(126.60)
5/24/19	981.00	(0.20)	(196.20)
6/21/19	571.00	(0.20)	(114.20)
8/8/19	1,181.00	(0.20)	(236.00)
10/3/19	669.00	(0.20)	(133.80)
11/1/19	1210	(0.20)	(242.00)
12/13/19	506	(0.20)	(101.20)

**-\$1,317.55      6,868.00**

**263 Mixed Copper/Brass**

6/21/19	632.00	<b>RANGE</b>	733.53
12/13/19	384.00	<b>RANGE</b>	596.47

**\$1,330.00      1,330.00**

**575 Lead Acid Batteries**

4/12/19	1,509.00	0.28	422.52
8/8/19	1,569.00	0.22	345.18

**5,460.00**

11/1/19	1,301.00	0.22	286.22	<b>\$1,053.92</b>	
12/13/19	1,081.00	0.22	237.82		
<b>Dehumidifiers</b>				<b>\$0.00</b>	<b>677</b>
<b>Misc metals</b>				<b>\$1.84</b>	<b>36</b>
<b>Pool Motors</b>	593	0.05	29.65		
	473	0.05	23.65		
				<b>\$53.30</b>	<b>1066</b>
<b>2018 TOTALS</b>				<b>-\$1,944.38</b>	<b>72698lb</b>
					<b>36.349ton</b>

					2019					
	Municipal Solid Waste/Demolition									
	MSW					DEMO				
DATE	WEIGHT	AMT	HAUL	TOTAL		DATE	WEIGHT	AMT	HAUL	TOTAL
January										
	72.76			\$7,368.33			28.44			\$4,287.94
1/8/19	10.13	773.72	228.09	1,001.81		1/9/19	4.56	348.29	228.09	576.38
1/8/19	8.70	664.50	228.09	892.59		1/15/19	4.34	331.48	228.09	559.57
1/15/19	8.23	628.60	228.09	856.69		1/15/19	4.84	369.67	228.09	597.76
1/15/19	9.97	747.76	228.09	975.85		1/15/19	3.06	233.72	228.09	461.81
1/22/19	8.83	674.43	228.09	902.52		1/25/19	4.11	313.92	228.09	542.01
1/22/19	8.43	643.88	228.09	871.97		1/25/19	2.87	219.21	228.09	447.30
1/25/19	10.05	767.61	228.09	995.70		1/25/19	4.66	355.93	228.09	584.02
1/29/19	8.42	643.11	228.09	871.20		1/29/19	3.81	291.00	228.09	519.09
Febuary										
	72.24			\$7,342.36			38.54			\$4,540.27
2/1/19	8.25	630.13	228.09	858.22		2/5/19	4.47	341.41	228.09	569.5
2/5/19	9.15	698.87	228.09	926.96		2/12/19	4.22	322.32	228.09	550.41
2/8/19	8.57	654.57	228.09	882.66		2/19/19	5.28	403.28	228.09	631.37
2/12/19	9.85	752.34	228.09	980.43		2/19/19	5.78	441.47	228.09	669.56
2/15/19	9.62	734.77	228.09	962.86		2/19/19	7.02	536.18	228.09	764.27
2/19/19	7.55	576.66	228.09	804.75		2/26/19	6.49	495.7	228.09	723.79
2/22/19	9.39	717.2	228.09	945.29		2/26/19	5.28	403.28	228.09	631.37
2/26/19	9.86	753.1	228.09	981.19						
March										
	85.6			\$8,590.90			36.2			\$4,589.63
3/1/19	9.31	711.09	228.09	939.18		3/8/19	4.63	353.63	228.09	581.72
3/5/19	9.26	707.27	228.09	935.36		3/12/19	3.63	277.25	228.09	505.34
3/8/19	9.03	689.71	228.09	917.8		3/15/19	5.52	421.61	228.09	649.7
3/12/19	9.66	737.83	228.09	965.92		3/15/19	5.38	410.92	228.09	639.01
3/15/19	9.01	688.18	228.09	916.27		3/19/19	4.29	327.67	228.09	555.76
3/19/19	9.27	708.04	228.09	936.13		3/19/19	4.25	324.61	228.09	552.7
3/22/19	10.76	821.84	228.09	1049.93		3/22/19	3.72	284.13	228.09	512.22
3/26/19	10.08	769.91	228.09	998		3/26/19	4.78	365.09	228.09	593.18
3/29/19	9.22	704.22	228.09	932.31						
April										
	94.37			\$9,260.75			87.63			\$10,798.71
4/2/19	10.87	830.25	228.09	1058.34		4/2/19	4.72	360.51	228.09	588.6
4/5/19	9.85	752.34	228.09	980.43		4/2/19	4.18	319.26	228.09	547.35
4/9/19	10.52	803.51	228.09	1031.6		4/2/19	5.95	454.46	228.09	682.55
4/12/19	8.92	681.3	228.09	909.39		4/2/19	5.23	399.46	228.09	627.55
4/16/19	11.46	875.31	228.09	1103.4		4/2/19	6.38	487.3	228.09	715.39
4/23/19	10.08	769.91	228.09	998		4/9/19	4.43	338.36	228.09	566.45
4/26/19	11.49	877.6	228.09	1105.69		4/9/19	4.95	378.08	228.09	606.17
4/30/19	10.89	831.77	228.09	1059.86		4/9/19	4.59	350.58	228.09	578.67
4/30/19	10.29	785.95	228.09	1014.04		4/16/19	4.79	365.86	228.09	593.95
						4/16/19	4.81	367.38	228.09	595.47
						4/16/19	4.09	312.39	228.09	540.48
						4/16/19	4.49	342.94	228.09	571.03
						4/16/19	4.89	373.49	228.09	601.58
						4/16/19	5.93	452.93	228.09	681.02
						4/23/19	5.13	391.82	228.09	619.91

						4/23/19	4.69	358.22	228.09	586.31
						4/30/19	4.02	307.04	228.09	535.13
						4/30/19	4.36	333.01	228.09	561.1
May										
	82.96			\$8,161.16			90.61			\$11,482.52
5/7/19	10.95	836.36	228.09	1064.45		5/3/19	4.42	337.59	228.09	565.68
5/10/2019	11.32	864.62	228.09	1092.71		5/3/19	6.04	461.33	228.09	689.42
5/14/2019	10.95	836.36	228.09	1064.45		5/3/19	4.93	376.55	228.09	604.64
5/17/2019	9.15	698.87	228.09	926.96		5/7/19	4.49	342.94	228.09	571.03
5/21/2019	9.41	718.73	228.09	946.82		5/7/19	4.62	352.87	228.09	580.96
5/24/2019	11.88	907.39	228.09	1135.46		5/10/19	5.11	390.3	228.09	618.39
5/28/2019	10.64	812.68	228.09	1040.77		5/13/19	4.03	307.81	228.09	535.9
5/31/19	8.66	661.45	228.09	889.54		5/14/19	4.42	337.59	228.09	565.68
						5/15/19	4.79	365.86	228.09	593.95
						5/15/19	5.24	400.23	228.09	628.32
						5/20/19	5.79	442.24	228.09	670.33
						5/21/19	3.96	302.46	228.09	530.55
						5/22/19	4.04	308.57	228.09	536.66
						5/24/19	4.58	349.82	228.09	577.91
						5/24/19	3.32	253.58	228.09	481.67
						5/28/19	3.56	271.91	228.09	500
						5/29/19	5.32	406.34	228.09	634.43
						5/29/19	3.16	241.36	228.09	469.45
						5/29/19	4.65	355.16	228.09	583.25
						5/29/19	4.14	316.21	228.09	544.3
June										
	86.25			\$8,411.72			75.92			\$9,904.30
6/4/19	10.07	769.14	228.09	997.23		6/4/19	4.64	354.4	228.09	582.49
6/7/19	10.75	821.08	228.09	1049.17		6/4/19	4.13	315.44	228.09	543.53
6/11/19	11.12	849.32	228.09	1077.43		6/4/19	3.81	291	228.09	519.09
6/14/19	10.57	807.33	228.09	1035.42		6/7/19	3.63	277.25	228.09	505.34
6/18/19	11.16	852.4	228.4	1080.49		6/7/19	3.6	274.96	228.09	503.05
6/21/19	10.08	769.91	228.09	998		6/7/19	3.58	273.44	228.09	501.53
6/25/19	11.65	889.82	228.09	1117.17		6/11/19	4.2	320.79	228.09	548.88
6/28/19	10.85	828.72	228.09	1056.81		6/11/19	4.04	308.57	228.09	536.66
						6/14/19	3.65	278.78	228.09	506.87
						6/18/19	4.24	323.85	228.09	551.94
						6/21/19	4.85	370.44	228.09	598.53
						6/21/19	4.78	365.09	228.09	593.18
						6/25/19	3.67	280.31	228.09	508.4
						6/25/19	4.33	330.72	228.09	558.81
						6/25/19	4.47	341.41	228.09	569.5
						6/25/19	5.45	416.27	228.09	644.36
						6/28/2019	3.79	289.48	228.09	517.57
						6/28/2019	5.06	386.48	228.09	614.57
July										
	96.51			\$9,424.19			65.46			\$8,421.11
7/2/19	11.23	857.74	228.09	1085.83		7/2/19	3.92	299.4	228.09	527.49
7/5/19	9.55	729.42	228.09	957.51		7/2/19	4.59	350.58	228.09	578.67
7/9/19	12.46	951.69	228.09	1179.78		7/9/19	4.98	380.37	228.09	608.46
7/12/19	10.17	776.78	228.09	1004.87		7/9/19	3.95	301.7	228.09	529.79
7/16/19	10.5	801.99	228.09	1030.08		7/9/19	4.64	354.4	228.09	582.49

7/19/19	9.65	737.06	228.09	965.15		7/12/19	4.75	362.8	228.09	590.89
7/23/19	11.36	867.67	228.09	1095.76		7/16/19	4.29	327.67	228.09	555.76
7/26/19	9.25	706.51	228.09	934.6		7/16/19	4.49	342.94	228.09	571.03
7/30/19	12.34	942.52	228.09	1170.61		7/19/19	4.13	315.44	228.09	543.53
						7/22/19	4.51	344.47	228.09	572.56
						7/23/19	4.15	316.97	228.09	545.06
						7/23/19	4.4	336.07	228.09	564.16
						7/24/19	4.86	371.2	228.09	599.29
						7/26/19	3.94	300.93	228.09	529.02
						7/31/19	3.86	294.82	228.09	\$522.91
<b>August</b>										
	<b>91.19</b>			<b>\$9,017.87</b>			<b>74.97</b>			<b>\$9,831.74</b>
8/2/19	9	687.42	228.09	915.51		8/2/19	3.73	284.89	228.09	512.98
8/6/19	10.99	839.41	228.09	1067.5		8/5/19	2.99	228.37	228.09	456.46
8/9/19	9.85	752.34	228.09	980.43		8/6/19	4.66	355.93	228.09	584.02
8/13/19	10.95	836.36	228.09	1064.45		8/7/19	3.63	277.25	228.09	505.34
8/16/19	9.37	715.68	228.09	943.77		8/7/19	3.86	294.82	228.09	522.91
8/20/19	11.68	892.11	228.09	1120.2		8/9/19	3.57	272.67	228.09	500.76
8/23/19	8.8	672.14	228.09	900.23		8/13/19	4.38	334.54	228.09	562.63
8/27/19	10.97	837.88	228.09	1065.97		8/14/19	5.06	386.48	228.09	614.57
8/30/19	9.58	731.72	228.09	959.81		8/14/19	2.35	179.49	228.09	407.58
						8/16/19	4.68	357.45	228.09	585.54
						8/19/19	4.31	329.19	228.09	557.28
						8/20/19	4.7	358.98	228.09	587.07
						8/20/19	3.16	241.36	228.09	469.45
						8/24/19	5.07	387.24	228.09	615.33
						8/27/19	3.77	287.95	228.09	516.04
						8/28/19	6.41	489.59	228.09	717.68
						8/28/19	4.74	362.04	228.09	590.13
						8/30/19	3.9	297.88	228.09	525.97
<b>SEPTEMBER</b>										
	<b>82.35</b>			<b>\$8,114.57</b>			<b>68.02</b>			<b>\$8,844.72</b>
9/3/19	12.81	978.42	228.09	1206.51		9/3/19	2.92	223.02	228.09	451.11
9/6/19	6.78	517.85	228.09	745.94		9/6/19	3.96	302.46	228.09	530.55
9/10/19	11.29	862.33	228.09	1090.42		9/6/19	4.97	379.6	228.09	607.69
9/13/19	9.96	760.74	228.09	988.83		9/10/19	4.08	311.63	228.09	539.72
9/17/19	11.22	856.98	228.09	1085.07		9/11/19	4.57	349.05	228.09	577.14
9/20/19	8.19	625.55	228.09	853.64		9/11/19	4.2	320.79	228.09	548.88
9/24/19	11.92	910.44	228.09	1138.53		9/11/19	4.91	375.02	228.09	603.11
9/27/19	10.18	777.54	228.09	1005.63		9/13/19	4.51	344.47	228.09	572.56
						9/17/19	3.52	268.85	228.09	496.94
						9/17/19	4.7	358.98	228.09	587.07
						9/20/19	4.86	371.2	228.09	599.29
						9/23/19	4	305.52	228.09	533.61
						9/24/19	4.07	310.86	228.09	538.95
						9/25/19	4.64	354.4	228.09	582.49
						9/25/19	4.26	325.37	228.09	553.46
						9/27/2019	3.85	294.06	228.09	522.15
<b>October</b>										
	<b>83.25</b>			<b>\$8,182.62</b>			<b>69.04</b>			<b>\$9,150.71</b>
10/1/19	11.01	840.94	228.09	1069.03		10/1/19	4.54	346.76	228.09	574.85
10/4/19	8.61	657.63	228.09	885.72		10/4/19	4.36	333.01	228.09	561.1
10/8/19	11.38	869.2	228.09	1097.29		10/8/19	4.67	356.69	228.09	584.78

10/15/19	10.8	824.9	228.09	1052.29		10/9/19	4.75	362.8	228.09	590.89
10/18/19	9.17	700.4	228.09	928.49		10/11/19	4.38	334.54	228.09	562.63
10/22/19	10.51	802.75	228.09	1030.84		10/15/19	4.08	311.63	228.09	539.72
10/22/19	10.86	829.48	228.09	1057.57		10/15/19	4.01	306.28	228.09	534.37
10/29/19	10.91	833.3	228.09	1,061.39		10/15/19	3.99	304.75	228.09	532.84
						10/15/19	4.36	333.01	228.09	561.10
						10/22/19	3.59	274.2	228.09	502.29
						10/22/19	4.71	359.74	228.09	587.83
						10/23/19	4.25	234.61	228.09	552.7
						10/25/19	3.47	265.03	228.09	493.12
						10/30/19	3.93	300.17	228.09	528.26
						10/30/19	3.15	240.59	228.09	468.68
						10/30/19	3.1	236.77	228.09	464.86
						10/30/19	3.7	282.6	228.09	510.69
November										
	89.56			\$8,893.37			40.21			\$6,937.63
11/1/2019	10.06	768.38	228.09	996.47		11/1/19	3.84	293.29	228.09	521.38
11/6/19	10.93	834.83	228.09	1062.92		11/5/19	2.82	215.39	228.09	443.48
11/8/19	10.89	831.77	228.09	1059.86		11/5/19	4.51	344.47	228.09	572.56
11/12/19	10.31	787.47	228.09	1015.56		11/8/19	3.52	268.85	228.09	496.94
11/15/19	9.19	701.93	228.09	930.02		11/12/19	4.01	306.28	228.09	534.37
11/19/19	10.95	836.36	228.09	1064.45		11/13/19	4.96	378.84	228.09	606.93
11/22/19	7.98	609.51	228.09	837.6		11/19/19	2.54	194	228.09	422.09
11/26/19	10.43	796.64	228.09	1024.73		11/20/19	4.66	355.93	228.09	584.02
11/29/19	8.82	673.67	228.09	901.76		11/20/19	4.26	325.37	228.09	553.46
						11/26/19	5.09	388.77	228.09	616.86
						11/27/19	3.25	248.23	228.09	476.32
						11/27/19	3.91	298.64	228.09	526.73
						11/29/19	4.64	354.4	228.09	\$582.49
December										
	110.09			\$11,145.68			42.33			\$5,285.92
12/5/19	10.1	771.43	228.09	999.52		12/5/19	4.84	369.67	228.09	597.76
12/5/19	11.46	875.31	228.09	1103.4		12/5/19	6.13	468.2	228.09	696.29
12/6/19	4.23	323.08	228.09	551.17		12/6/19	3.54	270.38	228.09	498.47
12/10/19	12.21	932.59	228.09	1160.68		12/10/19	3.32	253.58	228.09	481.67
12/13/19	7.65	584.3	228.09	812.39		12/13/19	5.04	384.95	228.09	613.04
12/17/19	11.26	860.03	228.09	1088.12		12/17/19	5.12	391.06	228.09	619.15
12/20/19	9.11	695.82	228.09	923.91		12/24/19	4.67	356.69	228.09	584.78
12/24/19	9.26	707.27	228.09	935.36		12/27/19	3.78	288.71	228.09	516.8
12/27/19	8.67	662.21	228.09	890.3		12/31/19	5.89	449.87	228.09	677.96
12/27/19	7.31	558.33	228.09	786.42						
12/31/19	9.77	746.23	228.09	974.32						
12/31/19	9.06	692	228.09	920.09						

## 2019

PU-DATE	MATERIAL	VENDOR	PRICE	WT	REV/COST	HAUL	NRRA	NET
<b>1ST QUATER</b>								
1/2/2019	WOOD	ERCO	-60.00	5.58	-334.8	235	-568.8	-569.8
1/2/2019	GLASS	KEENE	-35.00	12.7	-444.5	525.00	-969.5	-969.5
1/4/2019	OCC	RECASS	75.00	23.02	1418.25	0.00	0	1418.25
1/8/2019	SCRAP METAL	SNITZER	80.00	4.96	354.29	141.30	212.99	212.99
1/10/2019	STEEL CANS	SNITZER	25.00	2	44.64	141.38	-96.74	-96.74
1/14/2019	MIXED PAPER	RECASS	0.00	4.11	0	0.00	0	0
1/29/2019	WOOD	ERCO	-60.00	4.49	-269.4	235.00	-504.4	-504.4
1/29/2019	GLASS	KEENE	-35.00	13.51	-472.85	525.00	-997.85	-997.85
2/5/2019	MIXED PAPER	RECASS	0.00	4.5	0	0	0	0
2/6/2019	SCRAP METAL	SNITZER	80.00	6.88	491.43	139.03	352.4	352.4
2/26/2019	MIXED PAPER	RECASS	0.00	5	0	0	0	0
2/28/2019	STEEL CANS	SNITZER	45.00	2.23	89.6	139.03	-49.43	-49.43
3/13/2019	ELECTRONICS	AURUM	RANGE	3.249	115.63	0.00	0	115.63
3/14/2019	SCRAP METAL	SNITZER	130.00	7.46	865.89	139.03	726.86	726.86
3/22/2019	WOOD	ERCO	-60	5.52	-364.32	235.00	-599.32	-599.32
3/25/2019	MIXED PAPER	RECASS	0.00	5	0	0	0	0
3/29/2019	GLASS	NEW LOND	-35.00	12.76	-446	540	-986	-986
3/31/2019	TEXTILES	ECOSMITH	0.05	5.15	515	0.00	0	515
							<b>NRRA</b>	<b>NET</b>
<b>2NDQUARTER</b>								
4/3/2019	AL CANS	HARDING	0.35	6.79	4690	0.00	4690	4690
4/4/19	SCRAP METAL	SNITZER	130.00	6.66	773.03	140.2	632.83	632.83
4/2/2019	OCC	REC ASS	50.00	17.38	819.87	0	0	819.87
4/4/19	ELECTRONICS	AURUM	RANGE	3.76	-1246.56	0.00	0	1142.33
4/3/2019	MOTOR OIL	CL HARBORS	185.00	2	440OIL/55AF	-235.5	0	-235.5
4/11/2019	ELECTRONICS	REC ASS	RANGE	2.23	424.42	0.00	0	424.42
4/11/2019	SCRAP METAL	SNITZER	130.00	6.13	711.52	140.20	571.32	571.32
4/9/2019	MIXED PAPER	RECASS	0.00	6.69	0	0.00	0	0
4/12/2019	ELECTRONICS	AURUM	RANGE	3.039	424.42	0.00	0	424.42
4/18/19	TIRES	BDS WASTE	151/2.50	2.15	-465	0.00	-465	-465
4/17/2019	FREON	INTERSTATE	9.00	31/9.00	-279	0.00	-279	-279
5/9/2019	OCC	RECASS	40.00	20.51	820.4	0.00	0	820.4
4/16/2019	SCRAP METAL	SNITZER	130.00	5.6	650.08	140.20	508.88	508.88
4/16/2019	WOOD	ERCO	-66.00	5.78	-381.42	235.00	-616.82	-616.82
4/24/2019	SCRAP METAL	SNITZER	130.00	6.31	732.41	140.20	592.21	592.21
5/3/19	STEEL CANS	SNITZER	50.00	4.99	222.77	140.20	82.57	-57.63
4/30/2019	MIXED PAPER	RECASS	0.00	4.98	0	0.00	0	0
5/3/2019	SCRAP METAL	SNITZER	130.00	11.2	1200	140.20	1059.8	919.6
5/10/2019	GLASS	NEW LOND	-35.00	12.76	-446.6	540.00	-986.60	-986.60
5/3/2019	WOOD	ERCO	-66.00	5.25	-346.5	235.00	-581.50	-581.50
5/20/2019	SCRAP METAL	SNITZER	120.00	7.14	765	140.20	624.8	624.8
5/29/2019	SCRAP METAL	SNITZER	120.00	6.19	663.22	140.20	523.02	523.02
5/23/2019	WOOD	ERCO	-66.00	4.72	-311.52	235.00	-546.52	-546.52
5/23/2019	MIXED PAPER	RECASS	0.00	5	0	0.00	0	0
		MIGHTY						
6/12/2019	PROPANE TKS	FLAME	59units	0.59	39	0.00	39	39
5/28/2019	VEG OIL	AMANICO	0.00	120GALS	0	0.00	0	0

6/3/2019	SCRAP METAL	SNITZER	120.00	6.42	687.85	140.20	547.65	547.65
6/18/2019	WOOD	ERCO	-66.00	3.94	-260.04	235	-495.04	-495.04
6/10/2019	MIXED PAPER	RECASS	0.00	5	0	0.00	0	0
6/14/2019	PGA	NEWLOND	-35.00	12.76	-446.6	540	-986.6	-986.6
6/10/2019	FREON REC	IRRA	-9.00	31/9.00	-279	0	-279	-279
6/11/19	SCRAP METAL	SNITZER	120.00	6.42	687.85	140.2	547.65	547.65
6/18/19	SCRAP METAL	SNITZER	120.00	6.34	760.72	140.2	620	620
6/20/19	STEEL CANS	SNITZER	50.00	1.96	61.25	140.2	-78.75	-78.75
6/20/19	ELECTRONICS	AURUM	RANGE	3.48	853.52	0	0	853.52
6/19/2019	MOTOR OIL	CLHARBORS	-175.00	1.75	355/oil	-175	0	-175
6/25/2019	SCRAP METAL	SNITZER	105.00	5.29	495.2	140.2	355	355
6/30/2019	TEXTILES	ECOSMITH	0.05	6.45	645	0	0	645
<b>3RDQUARTER</b>								
7/10/2019	SCRAP METAL	SNITZER	105.00	5.81	574.69	139.03	435.66	435.66
7/1/2019	WOOD	ERCO	-66.00	4.29	-283.14	235.00	-518.14	-175
7/2/2019	MIXED PAPER	RECASS	-30.00	5.53	-165.9	0.00	0	-165.9
7/3/2019	OCC	RECASS	35.00	18.05	631.75	0.00	0	631.75
7/12/2019	SCRAP METAL	SNITZER	105.00	6.13	574.69	139.03	435.66	435.66
7/12/2019	AL SCRAP	SNITZER	0.19	1.15	-175	139.03	297.97	297.97
7/16/2019	WOOD	ERCO	-66.00	5.19	-342.54	235.00	-577.64	-577.64
7/24/2019	SCRAP METAL	SNITZER	105.00	6.82	639.38	139.03	500.35	500.35
8/2/2019	PGA	NEW LOND	-35.00	12.76	-175	540.00	-986.6	-986.6
729/19	MIXED PAPER	RECASS	-30.00	6.25	-187.5	0.00	0	-187.5
8/8/2019	ELECTRONICS	ARUMN	RANGE	6.8285	-175	0.00	0	374.8
8/8/2019	SCRAP METAL	SNITZER	105.00	7.88	738.75	135.00	603.75	603.75
8/6/2019	WOOD	ERCO	-66.00	4.18	-275.88	235.00	-510.88	-510.88
8/16/2019	SCRAP METAL	SNITZER	95.00	6.31	535.22	139.03	396.19	396.19
8/20/2019	TIRES	B.D.S.	164/2.50	2.37	-410	0.00	-410	-410
8/21/2019	STEEL CANS	SNITZER	35.00	2.05	64.06	139.30	-75.24	-75.24
8/21/2019	WOOD	ERRCO	-66.00	4.96	-327.36	235.00	-262.36	-262.36
8/22/2019	FREON	NRRA	39/9.00	0	-351	0.00	-351	-351
8/21/2019	MIXED PAPER	RECASS	-30.00	5.01	-180	0.00	0	-180
8/28/2019	SCRAP METAL	SNITZER	95.00	7.32	620.89	139.03	481.86	481.86
8/27/2019	WOOD	ERRCO	-66.00	4.34	-286.44	235.00	-521.44	-521.44
9/6/2019	WOOD	ERRCO	-66.00	4.99	-175	235.00	-555.34	-555.34
9/10/2019	MIXED PAPER	RECASS	-30.00	5.03	-180	0.00	0	-180
9/8/2019	PGA	NEW LOND	-35.00	12.76	-175	550.00	-996.6	-996.6
9/11/2019	MOTOR OIL	CL HARBORS	-175.00	2.25	440/OIL	175.00	0	-175
9/12/2019	AL CANS	NRRA	0.27	6.54	3531.6	0.00	3531.6	3531.6
9/5/2019	SCRAP METAL	SNITZER	85.00	6.42	487.23	137.66	349.57	349.57
9/10/2019	SCRAP METAL	SNITZER	85.00	6.51	494.06	137.66	356.4	356.4
9/19/2019	SCRAP METAL	SNITZER	60.00	6.1	331.61	137.66	193.95	193.95
9/24/2019	SCRAP METAL	SNITZER	60.00	4.33	231.97	137.66	94	94
9/30/2019	TEXTILES	ECOSMITH	0.05	5.5	550	0.00	0	550
							NRRA	NET
<b>4THQ</b>								
10/8/19	SCRAP METAL	SNITZER	60.00	6.52	349.28	137.86	211.42	211.42
10/16/19	SCRAP METAL	SNITZER	94	5.45	291.97	137.86	154.11	154.11
10/25/19	PGA	NEW LOND	-35.00	-175	-446.6	525.00	-971.6	-971.6
10/22/19	WOOD	ERCO	-66.00	4.41	-291.06	235.00	-526.06	-526.06



10/10/19	WOOD	ERCO	-66.00	5.13	-338.58	235.00	-573.58	-573.58
10/23/19	STEEL CANS	SNITZER	25.00	2.08	46.43	137.86	-91.43	-91.43
11/14/19	FREON	IRRI	38/8.00	0	-304	0.00	-304	-304
10/3/19	ELECTRONICS	AURUM	RANGE	3.18	-769.3	0.00	0	-769.3
11/5/19	WOOD	ERCO	-66.00	4.3	-283.8	235	-518.8	-518.8
11/6/19	SCRAP METAL	SNITZER	60.00	5.65	302.68	137.86	164.82	164.82
11/1/19	ELECTRONICS	AURUM	RANGE	3.34	412.62	0.00	0	412.62
11/7/19	ELECTRONICS	AURUM	RANGE	3.39	-722.5	0.00	0	-722.5
11/1/19	SCRAP METAL	SNITZER	60.00	6.82	365.36	137.86	227.50	227.50
11/19/19	SCRAP METAL	SNITZER	60.00	6.79	363.75	137.75	226	226
11/20/19	MIXED PAPER	RECASS	-35	5.4	-189	0.00	0.00	-189
11/21/19	OCC	RECASS	30.00	18.35	550	0.00	0	550.5
		MIGHTY						
11/20/19	PROPANE TKS	FLAME	56UNITS	1	41	0.00	41	41
11/27/19	SCRAP METAL	SNITZER	60.00	5.37	287.68	137.75	149.59	149.59
11/26/19	WOOD	ERCO	-66.00	4.49	-296.34	235.00	-531.34	-531.34
11/19/19	BULBS	VEOLA	RANGE	0	-779.32	0	-779.32	-779.32
12/6/19	SCRAP METAL	SNITZER	60.00	3.84	205.72	137.75	67.97	67.97
12/7/19	MOTOR OIL	CL HARBORS	-175.00	2	0	-175	0	-175
12/19/19	AL SCRAP	SNITZER	0.15	1.46	438	137.75	300.25	300.25
12/26/19	SCRAP METAL	SNITZER	-175	6.41	429.24	137.75	291.49	291.49
12/31/19	TEXTILES	ECOSMITH	0.05	5.35	535	0.00	0	535
12/6/19	PGA	NEW LONDON	-35.00	12.76	-446.6	540	-986.6	-986.6
12/26/19	STEEL CANS	SNITZER	70.00	2.44	152.5	137.86	14.64	14.64

	REC	C&D	MSW	TOTAL
1STQ	128.12	103.18	230.6	461.9
2NDQ	217.66	254.16	236.58	708.4
3RDQ	181.4	208.45	270.05	659.9
4THQ	136.69	151.57	282.9	571.16
2019	670.87	717.36	1047.6	2435.8



## **MEMORANDUM**

**To:** The Honorable Board of Selectmen

**From:** Chief Benjamin E. Sargent

**Date:** February 03, 2020

**Re:** 2019 Town Report

---

The year 2019 was a special year for the Litchfield Police Department. It was highlighted by the introduction of our first ever Honor Guard, the hiring of two new certified police officers, and the retirement of Chief Joseph E. O’Brion, Jr. Officers within the department received specialized training to continue to improve their skill sets relative to specific subject matters. Most importantly, all of our police officers returned home after another dedicated year of service to the town of Litchfield.



On February 02, 2019, at the town deliberative session, the Litchfield Police Department Honor Guard was introduced to the Litchfield community. The Honor Guard presented the colors for the singing of the national anthem. It was an extremely proud moment for our department after years of planning the formation of this unit. Throughout the year the Honor Guard presented colors for community events which included the Memorial Day Parade, the Campbell High School graduation, and the ceremony for the swearing in for the new Chief of Police. Another proud moment for the Honor Guard was presenting the colors at Fenway Park for a Boston Red Sox game. I am thankful for the Honor Guard members who dedicated countless hours practicing drill and ceremony for these events.



This year the police department hired two new police officers, Thomas Scotti and Brian Morgan. These New Hampshire certified officers joined our team with a combined 26 years of law enforcement experience. We are glad to have these professional police officers as members of our department.

Our department is proud to continue our yearly tradition of giving back to our community. At the start of the school year, the Litchfield Police Association provided numerous gift cards to the public schools in order to help families purchase back to school supplies or items needed for their children. In December, the Police Association personally delivered gift cards to families in town in order to help them enjoy the holiday season. At that same time, we proudly made a \$500 donation to the Litchfield Food Pantry. We remain dedicated to providing the greatest level of service and assistance to Litchfield residents.

Another proud moment for our department was when we joined efforts with the Cops for Kids with Cancer Organization. Our combined efforts afforded us the opportunity to assist a young girl, Madison, who had been diagnosed with cancer.

To honor Madison, and to assist her family, the police department prepared a ceremony for Madison. A Litchfield Police cruiser picked Madison up at her home and escorted her to the police department. When Madison entered Liberty Way off of Albuquerque Ave, she was greeted by flashing blue and red lights. Fire trucks and police cruisers lined the parking lot with first responders waving to Madison as she passed by. At the conclusion of her escort, police officers, fire fighters, and Madison's family and friends entered the town hall. The Litchfield Police Department and Cops for Kids with Cancer proudly presented Madison and her family with a check for \$5,000. We then enjoyed refreshments and spending time with Madison.



On December 20, 2019, Chief Joseph E. O'Brien, Jr. served his last day as the Litchfield Chief of Police. Chief O'Brien served our community with great dedication for 24 years. He served as the Chief of Police for 15 years. Chief O'Brien impacted many people over his years of service. He was committed to providing a professional police service by ensuring that his officers received the best training and equipment. It was a privilege to serve under Chief O'Brien's leadership. He will be greatly missed by all of the staff at the police department. Chief O'Brien, we wish you the very best in your retirement.

I am honored to have been selected to serve as the Chief of Police for Litchfield. The support that I received from members of the police department, citizens, business owners, fellow law enforcement administrators, and the board of selectmen was truly humbling. As the department moves forward, my promise to Litchfield is that the foundation for how we police is to always be prepared, always remain professional, and to continue to practice and embrace new methods of community policing.





Retired Chief Joseph E. O’Brion Jr. (right) & Chief Benjamin E. Sargent (left)

On behalf of the Litchfield Police Department, I would like to sincerely thank our residents for your trust, respect, and overwhelming support. We would like to thank the honorable Board of Selectmen and our respected Budget Committee members for your support and guidance to our department. Thank you to all of the town’s employees for your support of the police department and for your dedication to providing the best service to our citizens. To all of our Litchfield Veterans, we thank you for service and for the sacrifices you made to defend our freedom. Please know that the members of your police department are privileged and honored to serve Litchfield and to be part of this great community.

Very Respectfully Submitted,

Chief Benjamin E. Sargent

**LITCHFIELD POLICE DEPARTMENT  
2019 OFFENSE LOG STATISTICS**

	<u>2018</u>	<u>2019</u>		<u>2018</u>	<u>2019</u>
Arrests			Issuing Bad Checks	4	1
Adult	122	102	Loitering	1	0
Juvenile	9	3	Lost Property	93	67
Protective Custody	12	5	Medical Emergency	160	191
Abandoned 911 Calls	33	21	Missing Person	8	11
Alarms	190	180	Neighbor Dispute/Disturbance*	10	29
Alcohol, Prohibited Sales	0	0	Noise Complaint	42	25
Alcohol, Unlawful Possession	3	2	Obstructing Report of a Crime	1	1
Animal Involved Incidents	230	239	Open Door/Unsecured Building	32	22
Arson	1	1	Paperwork Service	182	113
Assaults (All)	67	36	Pawn Shop Sales	33	41
Attempted Suicide	4	5	Pistol Permit Application	79	73
Bench Warrant	18	22	Police Information	60	213
Burglary	5	2	Police Service	146	98
Burglary, Attempt to Commit	3	3	Pornography, Child	10	5
Civil Standby	27	23	Receiving Stolen Property	1	1
Computer Related Crime	8	5	Recovered Property	3	1
Criminal Mischief	23	28	Resisting Arrest	1	1
Criminal Threatening	4	5	Robbery	0	0
Criminal Trespass	6	3	Robbery, Armed	0	0
DWI (ALL)	37	15	Robbery, Armed, Conspiracy to Commit	0	0
Default/Breach of Bail Conditions	7	3	Runaways	7	4
Depart. Assist/Assist Citizen *	116	334	Sex Offenders, Registration of	31	23
Vandalism	18	34	Shoplifting	2	0
Detaining Books, Overdue	0	0	Shots Fired	38	39
Dog Control/Running at Large	1	29	Stalking	8	4
Dog a Menace, Nuisance/Vicious	5	26	Suicide	2	1
Dog, License Required	0	29	Suspicious Activity	88	70
Domestic Disturbance	56	36	Suspicious Persons	56	59
Drug Law Violation	4	3	Suspicious Vehicles	217	189
False Information	8	0	Theft	54	55
False Report to Law Enforcement	0	0	Theft by Deception	2	9
Fire	9	37	Theft from a Motor Vehicle	14	33
Fire Code Violations	0	0	Theft of a Motor Vehicle	1	2
Fireworks, Display of	4	3	Tobacco Violations	0	0
Fireworks, Possession of	0	0	Town Ordinance Violations/Parking	29	18
Forgery	0	2	Truancy	1	0
Found Property	60	67	Littering	2	6
Fraud, Attempt to Commit	2	2	Unruly Juvenile	7	3
Fraudulent Use of Credit Card	5	2	Untimely Death	3	5
Harassment	22	11	Unwanted Person	17	21
Hindering Apprehension	0	1	Vehicle Repossession	10	12
Identity Fraud	49	31	Violation of Protective Order	3	2
			Welfare Check	84	87
			Wire Fraud/Attempt	2	9
			Business Checks	<u>13,385</u>	<u>16,351</u>
			<b>Total Calls Handled</b>	<b>20,461</b>	<b>23,557</b>

## ANIMAL CONTROL 2019

Litchfield Residents:

This report summarizes the activities of the Litchfield Animal Control Department, for calendar year 2019.

<b><u>Civil Summons</u></b>	<b><u>2019</u></b>	<b><u>Revenue</u></b>
Unlicensed Dog	29	\$725.00
Dogs Running At Large	0	
Nuisance	0	
Menace	0	
Vicious	0	
No Tags	0	
Rabies Vaccination	0	
Kennel Fees	0	
To Appear in Court	0	
Service Fee	26	\$130.00
<b>Total</b>	<b>55</b>	<b>\$855.00</b>

<b><u>Warnings</u></b>	<b><u>2019</u></b>
Unlicensed Dog	22
Dogs Running at Large	29
Nuisance	26
Menace	5
Vicious	3
No Tags	12
Rabies Vaccination	13
<b>Total</b>	<b>110</b>

<b><u>Wild Animal Calls</u></b>	<b><u>2019</u></b>
Bat	6
Bear	1
Beaver	1
Bird	14
Coyote	24
Deer	48
Fisher	3
Fox	9
Goose	2
Horse	23
Mink	0
Moose	0

<b><u>Wild Animal Calls</u></b>	<b><u>2019</u></b>
Opossum	4
Porcupine	8
Rabbit	0
Raccoon	8
Skunk	15
Snake	4
Squirrel	3
Turkey	6
Turtle	5
Woodchuck	5
Other	11
<b>Total</b>	<b>200</b>

**Other Calls for Service**                      **2019**

Calls about Cats	16
Cat Adoptions	0
Cat Bites or Scratches	3
Cats hit by Motor Vehicle	10
Cats Euthanized	0
Cats tested for Rabies	1
Stray/Abandoned Cats	0
Feral Cats	16

**Other Calls for Service**                      **2019**

Dog Adoptions	0
Dog Bites	15
Dogs Hit by Motor Vehicle	3
Dogs Left in Motor Vehicle	3
Dogs to another Shelter	0
Dogs Picked Up	47
Dogs Brought to Kennel	29
Cruelty to Animals	2
<b>Total</b>	<b>145</b>

**Telephone**                                      **2019**

In Station	193
Out Station	156
In Home	52
Out Home	52
<b>Total</b>	<b>453</b>

**Hours Worked**                                      **2019**

In Town	768
At Home	578
At Kennel	69
Training	8
<b>Total</b>	<b>1,423</b>

**Vehicle Mileage**                                      **5,489**

**Licensed Dogs**                                      **1,923**

The Animal Control Department had a good year in 2019. There were no unusual incidents to mention.

A few reminders for dog owners:

1. All dogs must be Licensed by April 30<sup>th</sup> of each year
2. All dogs must have an updated rabies vaccination
3. All dogs must be secured at all times
4. Dogs are not allowed to bark more than 30 minutes during the day or at all during the evening hours.
5. Dog Licenses are available at the Town Clerks office starting in January 2020

If you have any questions on these, or any other animal related questions, please contact the Animal Control Officer 424-4047.

Respectfully Submitted,

Gerry Pilon  
Litchfield Police  
Animal Control Officer





## **Litchfield Fire – Rescue**

10 Liberty Way, Litchfield, NH 03052

---

### **2019 Fire Department Report**

2019 was an exciting and historic year for your fire department. On Sunday May 5, we moved into and began operating out of the new fire station on Liberty Way. We cannot thank the residents enough for

supporting the need for a new fire station. The dedication was held in June with a short presentation and tours. Our annual open house during fire prevention week was twice as large as any previous year as we have much more space to have more informational booths as well as community groups.



Front Entrance and Lobby for the fire and building departments.

The station provides for current and future needs of the department and community with a large training room that also functions as the Town's emergency operations center as well as it can be used by community groups for meetings. Eckman Construction of Bedford was the project manager and worked closely with the Board of Selectmen, Deputy Nicoll and myself to ensure we were getting the best value for the community. Warren Street Architects of Concord has been working with the Town for well over a decade on plans for a new station. Using a set of plans that had been previously created and paid for by the Town saved considerable costs over starting from scratch. The 2008 plans underwent review for compliance with current building codes and efficiencies, conformance with modern fire station design with consideration to the health and safety of firefighters.

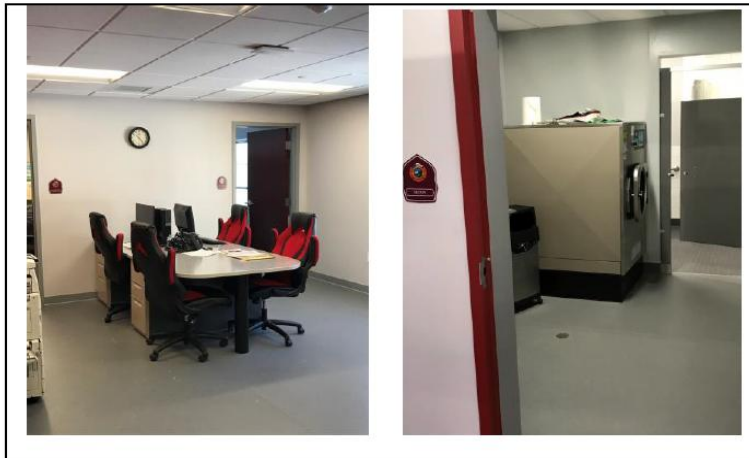


Training / Emergency Operations Center which is also available for use by community groups.

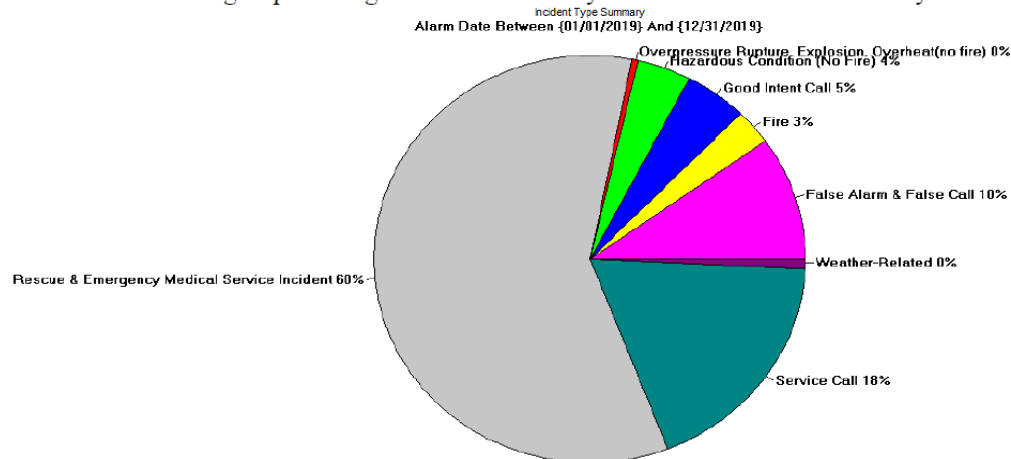


Protective clothing is stored in a designated room with space for each firefighter and separate from the apparatus to ensure personnel are not dressing alongside apparatus as it leaves the station.

Office and work areas allow for report writing and general business administration of both fire and building departments. There is designated space for decontamination of gear and equipment after a fire or medical emergency to ensure that all protective clothing and equipment is clean and ready for the next incident.



The department responded to a total of 653 emergency requests for service in 2019. Once again, medical calls attributed the largest percentage of our calls. The year's calls are broken down by incident



I will once again close this report by extending my heartfelt thanks to the members of the department current and retired for their ongoing commitment and dedication to the community.

I am honored to lead such a great group of dedicated firefighters who selflessly give of themselves to protect the community 24 hours a day 7 days a week, 365 days a year.

We are always looking for individuals interested in serving their community. No experience required, all you need is the commitment and dedication, we will provide everything else. Come join the Litchfield Fire family!

*We would also like to thank you, the residents for your continued support of **your** fire department!*

Yours in Safety,

Francis X. Fraitzl, III, EFO, CFO  
Fire Chief



*Photo Credit: Mark Stangone*

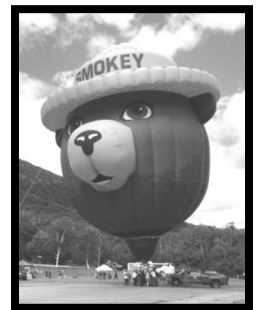


## Report of Forest Fire Warden and State Forest Ranger

This past year we were fortunate enough to have favorable weather conditions in the spring and summer which limited the amount of wildfire activity throughout the state. Your local fire departments and the Division of Forests & Lands worked throughout the year to protect homes and the forests. The statewide system of 16 fire lookout towers continues to operate on high fire danger days. The towers' fire detection efforts are supplemented by the NH Civil Air Patrol when the fire danger is especially high.

Many homes in New Hampshire are located in the wild land urban interface, which is the area where homes and flammable wild land fuels intermix. Every year New Hampshire sees fires which threaten or destroy structures, a constant reminder that wildfires burn more than just trees. Homeowners should take measures to prevent a wildfire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at [www.firewise.org](http://www.firewise.org). Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

The Forest Protection Bureau and local fire departments were very busy this year celebrating Smokey Bear's 75<sup>th</sup> year preventing wildfires. Many events were held at local libraries, in fact, this program was so successful we will be offering it again in 2020. We were fortunate enough to partner with the Northeast Forest Fire Protection Compact and bring the Smokey Hot Air Balloon to Franconia Notch in August. The weather was fantastic and hundreds of people got the chance to ride in the balloon! Smokey's message has always been about personal responsibility – remember his ABC's: **A**lways **B**e **C**areful with fire. If you start a fire, put it out when you are done.



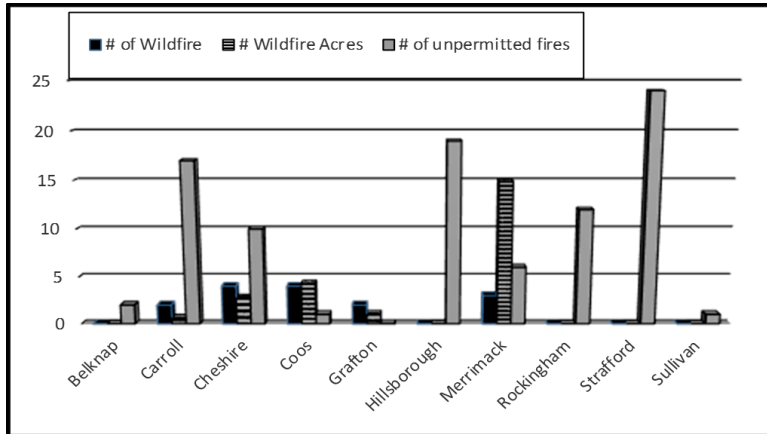
### **"Remember, Only You Can Prevent Wildfires!"**

As we prepare for the 2020 fire season, please remember to contact your local Forest Fire Warden or Fire Department to determine if a fire permit is required before doing ANY outside burning. Under State law (RSA 227-L:17) a fire permit is required for all outside burning, unless the ground is completely covered with snow. Fire permits are also available online in most towns and may be obtained by visiting [www.NHfirepermit.com](http://www.NHfirepermit.com). The burning of household waste is prohibited by the Air Resources Division of the Department of Environmental Services (DES). You are encouraged to contact the local fire department or DES at 603-271-3503 or [www.des.nh.gov](http://www.des.nh.gov) for more information. Safe open burning requires your diligence and responsibility. Thank you for helping us to protect New Hampshire's forest resources. For more information please contact the Division of Forests & Lands at (603) 271-2214, or online at [www.nh.gov/nhdf/](http://www.nh.gov/nhdf/).

---

## 2019 WILDLAND FIRE STATISTICS

(All fires reported as of December 2019)



\* Unpermitted fires which escape control are considered Wildfires.

Year	Number of Wildfires	Wildfire Acres Burned	Number of Unpermitted Fires*
2019	15	23.5	92
2018	53	46	91
2017	65	134	100
2016	351	1090	159
2015	143	665	180

CAUSES OF FIRES REPORTED								
(These numbers do not include the WMNF)								
Arson	Debris Burning	Campfire	Children	Smoking	Railroad	Equipment	Lightning	Misc.
4	3	1	0	1	1	1	1	3

## **2019 Annual Report of the Southeastern New Hampshire Hazardous Materials Mutual Aid District**

**Bruce Breton  
Selectman, Windham  
Chairman, Board of Directors**



**Chief Thomas McPherson, Jr.  
Windham Fire Department  
Chairman, Operations Committee**

### **About the District:**

The Southeastern New Hampshire Hazardous Materials Mutual Aid District's membership is comprised of 14 communities, covering approximately 350 square miles with a population of over 175,000 people. The District was formed in 1993 to develop a regional approach for dealing with the increasing amounts of hazardous materials being used and transported within these communities.

The District draws its funding from an annual assessment from each community as well as from grants and donations. The FY 2020 operating budget for the District was \$137,155. Additionally, in 2019 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$163,193. This grant funding included funding for a new Hazardous Materials Response Vehicle which will be delivered in the spring of 2020. The Fire Chiefs from each member community make-up the Operations Committee of the District. The Operations Committee is overseen by a Board of Directors consisting of elected representatives from each community. It is the Board of Directors who approves the budget and any changes to the bylaws of the District. The Executive Board of the Operations Committee, which consists of the Chairman, Vice-Chairman, Treasurer, Technician Team Liaison, and one Member at Large, manages the operations of the District within the approved budget. The District employs a part-time REPC Director to manage the administrative functions of the District, including but not limited to, grants management, financial management, and emergency planning.

### **District Facility**

The District maintains a facility in Windham that provides space to house several of its response vehicles and trailers, as well as provide office and meeting space for the REPC Director. In addition, the District is able to utilize the facility for monthly training for the Emergency Response Team.

**The Emergency Response Team:**

The District operates a Technical Emergency Response Team. This Response Team is overseen by one of the member community's Chief Fire Officer who serves in the Technical Team Liaison position. The Team maintains a three level readiness response posture to permit it to immediately deploy an appropriate response to a District community's request for help involving an unplanned release of potentially dangerous chemicals within their jurisdiction. While the Team primarily prepares for response to unplanned accidental chemical releases it is also equipped and trained to deal with a variety of Weapons of Mass Destruction (WMD) scenarios. The team maintains a host of specialized response equipment to deal with chemical and environmental emergencies.

The Emergency Response Team is made up of 26 members drawn from the ranks of the fire departments within the District. The Team consists of 5 Technician Team Leaders, 17 Hazardous Materials Technicians, 2 Communication Specialists, 1 Information Technology Specialist. In addition to these personnel, the team also includes an industrial chemist from a local industry.

**District Resources**

The Team maintains a fleet of vehicles and specialized equipment with a value of approximately \$1,000,000. The vehicles consist of a Mobile Command Support Unit, two Response Trucks, three Spill Trailers, a Technician Trailer, an Operations/Spill Trailer and a Firefighting Foam Trailer and an Air Supply/Lighting Trailer. In 2019 the Town of Windham donated a used Ford SUV to the District for use as a utility vehicle.

These mobile apparatus carry the team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. The Command Support Unit and one Response Truck along with the Technician Trailer are housed in our Windham facility, while spill trailers are located in Derry, Sandown and Plaistow, allowing for rapid deployment. The Foam Trailer is housed by Salem Fire. Activation of the team is made at the request of the local Incident Commander through the Derry Fire Department Dispatch Center.

The second Response Truck, which serves as a firefighter rehabilitation unit is also housed at our Windham facility. This unit is available to our member departments and is equipped with refrigerated cases of water and sports drinks and has the ability to serve hot beverages. The truck is also equipped with a heated inflatable shelter to provide first responders with a place to get out of the weather. In order to remove carcinogens from firefighters as soon as possible this truck is also equipped with garden hoses, soap and brushes to assist with the decontamination of fire fighters at the scene. Staffing of this vehicle is done by a team of dedicated volunteers recruited from some of the District's fire departments along with the Derry Community Emergency Response Team (CERT).

### **Response Team Training**

In 2019 the Emergency Response Team completed 877 hours of training consisting of monthly training drills and specialized classes attended by team members. These specialized classes included Cargo Tank Emergencies, Rail Car Emergency Response, Physical and Chemical Properties for Risk based Response. Several Team members attended the New Hampshire Hazardous Materials Training Conference. Funding provided through a Hazardous Materials Preparedness Grant allowed for four Team Leaders to attend the International Association of Fire Chiefs Hazardous Materials Teams Conference.

### **Emergency Responses**

In 2019 the Hazardous Materials Team responded to 15 incidents. These included spill trailer responses for hydrocarbon fuel spills from motor vehicle crashes. Other responses included identifying unknown substances and suspicious packages, as well as requests for technical assistance for member departments where a Response Team Leader provided consultation to the fire department on the handling of an incident.

The REHAB team responded to 8 incidents including fire scenes and large scale training events.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at [www.senhazmat.org](http://www.senhazmat.org)





**Litchfield Fire Rescue**  
10 Liberty Way, Litchfield, NH 03052

**Francis X. Fraitzl III, EFO, CFO**  
*Chief of Department*

**Building Safety & Health Department**

The Building Department under the authority of Litchfield Fire Rescue has had a year of transition in 2019. The department was in need of hiring a new full time building inspector and went through a few temporary personnel. In September of 2019 the position was filled with a new full time inspector. With the help of some of the temporary inspectors and the previous inspector the transition went well. Inspections and permit requests are being handled in a timely professional manner. Building safety as a whole will increase now that things are on a positive path forward.

Based on recommendations from the MRI study the Building Department is implementing new ways to better serve the town and its residents. Software upgrades and new programs and equipment will allow townspeople and contractors alike to access permitting and payment options online in 2020.

The demand for homes in Litchfield is very high with very little new construction happening in town this year. A total of 15 new homes were permitted in 2019. As a result, home values have risen significantly in town this year.

Speaking only from my experience as Building Inspector from September till the end of 2019. The town is seeing a reasonable amount of permits for home improvement type projects. Many small additions were put on homes, garages and sheds were a popular choice as well. Home heating system replacements and septic replacements were among other projects done. Accessory dwelling units are being built to allow for multi generational living situations. A larger scale project for Mini Storage Units was permitted on Charles Bancroft Highway along with some projects at Mel's Funway Park. All in all the people of the town are investing in their homes and the future of Litchfield.

2019 has been a positive experience for myself in my new role as Building Inspector. As i believe it has been for the department and the townspeople as well. I'm Looking forward to 2020 being another year of positive experiences for all involved and to meeting more townspeople.

Peter Dionne  
Building Inspector & Deputy Health Officer

**Permits issued in 2019**

Mechanical permits	174
Electrical permits	109
Plumbing permits	25
Septic permits	16
Oil burner permits	15
Building permits	164
Driveway permits	3
Well permits	3
Demolition permits	3
Sign permits	1

Total Permits 513

**Total Permit fees \$50,310.75**

## Planning Board

The work of the Litchfield Planning Board in 2019 started out in January with the adoption of the new Community Design Chapter of the Master Plan and conditional approval of the Mel's Funway site plan application with a lot line adjustment. In February, the board moved on to the Transportation Chapter of the Town's Master Plan. Kevin Lynch became ex-officio member for the Board of Selectmen replacing Steve Webber who became Selectman Chair. The Board welcomed new membership in 2019: James Boffetti, Joshua Smith, Curtis Sampson and Ronn Stephens. In April, the Board voted to approve an existing site plan for Edward's Auto Repair and entertained a pre-application conceptual design review for VAB Self Storage on Charles Bancroft Highway. In June, the Board continued work on the Transportation Chapter and held a formal site plan review of VAB Storage Units that was conditionally approved in July. Next came the review of a conceptual design plan for McQuesten Subdivision at 124 Hillcrest Road. In August, the Board reviewed Eversource work at 3A and Hillcrest Road and reviewed a Site Plan by Continental Paving at 517 Charles Bancroft Highway (formerly the Young property). In September the Board reviewed the subdivision plan for 124 Hillcrest Road. Saint Francis of Assisi Parish brought forth a sign application for review and was given approval. October, the subdivision for 124 Hillcrest was conditionally approved and still awaiting approval of deed covenants and easements by Town Counsel. A minor site plan amendment to the Lobster Boat Restaurant on 102 and LKQ sign application were approved in November. The Board also continued work on the Transportation Chapter. December saw changes to the zoning regulations and a compliance hearing for Mel's Funway Park.

I wish to express my sincere appreciation and thanks to all members of the Board. It is always a pleasure to work with all of you and thank for your service and dedication to Litchfield. Also, special thanks to Jay Minkarah and Cassie Mullen at Nashua Regional Planning Commission, and our Planning Administrator, Joan McKibben, for all the great work you folks do for our town. We couldn't do it without you.

Very Truly Yours,  
Michael R. Croteau, Esquire, Chair  
Litchfield Planning Board

Members:  
Dr. Kimberly Queenan, Vice-Chair  
Tony Tureki, Clerk  
Kevin Lynch, Ex Officio Member, Board of Selectmen  
Kate Stevens, Member  
James Boffetti, Esq., Member  
Joshua Smith, Member  
Ronn Stephens, Alternate Member  
Curtis Sampson, Alternate Member

**TITLE LXIV  
PLANNING AND ZONING**

**CHAPTER 674  
LOCAL LAND USE PLANNING AND REGULATORY POWERS**

**Regulation of Subdivision of Land**

**Section 674:39-aa**

**674:39-aa Restoration of Involuntarily Merged Lots. –**

I. In this section:

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2016.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be stopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

**Source.** 2011, 206:4, eff. July 24, 2011.

## **Heritage Commission**

The Litchfield Heritage Commission was created in accordance with RSA 673 and 674, as a result of two warrant articles on the town ballot, decided by the voters on March 13, 2018. Our role is to review demolition permits for structures constructed prior to 1960 and document relevant historic and cultural details prior to demolition.

In the last year, we established bylaws and operating procedures to carry out our designated roles. We also received and reviewed several demolition permits and provided feedback to the construction and development community.

The Heritage Commission meets on the second Tuesday of each month at 7:00, at the Town Hall. We welcome participation and input that is relevant to our stated role.

Respectfully submitted,

Karl Franck, Chairman  
Kim Queenan, Vice Chairman/Planning Board Representative  
Brent Lemire, Member/Selectmen's Representative  
Harry Menzigian, Member  
Steven Calawa, Member

## **Town of Litchfield, New Hampshire Recreation Commission Annual Report for 2019**

The Litchfield Recreation Commission (LRC) was established by the Town in 2000, pursuant to State law RSA 35-B. The LRC provides leadership for the Town's Parks and Recreation Department. Unlike most towns in the local metropolitan area, Litchfield has no professional parks and recreation director or administrative staff, and so most of the efforts in running this department and carrying out recreational programs are accomplished by volunteers, local organizations, and contractors.

The LRC is composed of six full members (one of which is a Selectman ex-officio appointment) and four alternates. At the start of 2019, the LRC was comprised of five full members and one appointed alternate. Kurt Schaefer as the Selectman ex-officio. The Chair seat remained open until April elections in honor of John Bryant who's loss was felt by all. Andy Collins and Colleen Gamache filled roles as Vice-Chairs. Our current schedule for meetings is the 2nd and 4th Tuesdays of each month at 7:30pm at Town Hall.

**Fields, Facilities, and Partnerships** The LRC interacted with Town schools, civic organizations, and local sports leagues to cooperatively provide recreational opportunities. The LRC acts as an approval and scheduling authority for field and facility requests, sets rules for proper usage and access, and provides for maintenance of fields and facilities. Those facilities under the LRC's jurisdiction in 2019 were the same as in past years with one addition:

Roy Memorial Park (2 Woodhawk Way), including Talent Hall and all park grounds Scott F. Innes Sr. Field, formerly known as "Brickyard Field" (Brickyard Drive) Corning Road baseball fields (Brook Road) Justin Bissett Memorial Baseball Complex, formerly known as Jeff Lane baseball fields Public tennis courts (Albuquerque Avenue) Litchfield Park at Sawmill Brook and the John Bryant River Access (Charles Bancroft Highway)

It should be noted that the LRC only has authority over Town-owned recreational properties and facilities. It does not have authority or responsibility for those owned by the School District, Conservation Commission, privately owned properties, and Darrah Pond proper (the water body itself, which by State law is the property of the State of New Hampshire).

To provide and maintain fields and facilities, the LRC relies on contracted services for field mowing and maintenance, landscaping, major repairs, and professional services such as inspections. Other paid services include trash removal, chemical toilets, and utilities for electricity, water, and propane. A significant amount of volunteer efforts and in-kind contributions were and continue to be made by many individuals and organizations, helping to offset costs while improving facilities and quality of life here in Litchfield. Those listed below are the local organizations that LRC interacted with this year, demonstrating some of the recreational opportunities and benefits provided to the Town through these partnerships (in alphabetical order):

- Litchfield Arsenal Travel Baseball Team
- Litchfield Baseball Association
- Litchfield Blast Travel Softball Teams
- Litchfield Girl Scouts
- Litchfield Girls Softball League
- Litchfield Lions Club
- Litchfield School District
- Litchfield Pickleball Association
- Litchfield Playgroup
- Litchfield Recreational Basketball League
- Litchfield Seniors Group

- Litchfield Youth Flag Football
- Litchfield Youth Lacrosse League
- Litchfield Youth Soccer Association
- Litchfield Youth Wrestling

The above organizations provided a mix of recreational events and services during the year:

- Youth sports instruction and clinics
- Youth sport games and tournaments
- Adult recreational activities
- Senior citizen recreational activities
- Family-fun days
- Entertainment events such as comedy nights, talent shows, and concerts
- Civic events such as fundraisers, cancer and hunger walk Scholarships to graduating CHS seniors

LRC Projects in 2019 In 2019 the LRC, along with Litchfield Baseball Association, continued construction of Justin Bissett Memorial Baseball Complex, Justin was a young boy from Litchfield who passed away at age 7 from a brain tumor. He loved baseball and played in the LBA program. The Litchfield Baseball Association has done a tremendous job of raising funds for this project. The second annual Christmas in Litchfield event was held at Roy Memorial Park. Caroling, hot cocoa, treats, vendors, a visit from Santa and tree lighting made this an enjoyable and memorable night for all who attended. This event was a tremendous success in its first year and even better in 2019 and the LRC is excited to see how this will grow in coming years. This great event is run by the Christmas in Litchfield Committee. They do a great job of organizing and fundraising. In 2020 this group has decided to resurrect the annual Easter Egg Hunt. The playground committee which was formed in 2019 to study possible improvements for the playground at Roy Memorial Park made great strides in 2019. In addition to new equipment and mulch the team has developed a plan to add more equipment and benches for the families of Litchfield. The basketball courts at Roy Memorial Park were professionally sealed and painted to preserve the base and create a much better playing surface. The Litchfield Recreational Basketball League donated and installed 4 new outdoor hoops and volunteers installed railings and benches to complete the area. Talent Hall's heating system was replaced thanks to the efforts of Troy Brown.

The Commission is always interested in hearing of other activities that residents have an interest in. Please contact us with ideas or suggestions or to offer to help with our programs. You can reach us by email at [rc@litchfieldnh.gov](mailto:rc@litchfieldnh.gov) or on Facebook. You can also visit our website at [www.litchfieldrec.com](http://www.litchfieldrec.com)



Late in 2018, the LRC lost an invaluable and long-term member and the town lost a great man when John Bryant passed away. One of his last projects for Litchfield was working with the River Access Committee to create the Litchfield River Access. This was a passion of John's and those on the committee got to see it first hand.

In closing, it is the Litchfield Recreation Commission's mission to promote and increase recreational opportunities in our town; to keep our towns' recreational facilities open, safe, and cost-efficient within available funding; and manage to the best of our abilities the Town's available resources for parks and recreational purposes.

*Town of Litchfield, New Hampshire*

*2019 Annual Report*

We encourage any residents interested in improving Litchfield's recreational services to consider joining the Recreation Commission (contact Town Hall for further information).

*--Submitted by the 2018 Litchfield Recreation Commission: John Bryant, Chairman Andy Collins, Vice-Chairman Colleen Gamache, Member Keith Buxton, Member Mike Boschi, Member Peter Ames, Member Kurt Schaefer, Selectman ex officio*

*LITCHFIELD RIVER ACCESS*

*- Litchfield Residents Only -*

## Zoning Board of Adjustment

The Litchfield Zoning Board of Adjustment (ZBA) consists of 5 members and up to 5 alternates appointed by the Board of Selectmen. The Board meets at 7 P.M. on the second Wednesday of each month in the Town Hall meeting room to: hear appeals of decisions rendered by zoning administrators, interpret unclear provisions in the zoning ordinance and decide on applications by landowners to permit buildings or land uses which vary from the zoning regulations.

### **Section 1: Membership and Assignments**

The Chair and Vice-Chair positions are nominated by ZBA members each year in accordance with By-Laws.

		<b><u>Term Expiration</u></b>	
		<b><u>Date</u></b>	
<b>Members:</b>	John Devereaux	March	2023
	Laura Gandia - Vice Chairperson	March	2021
	Albert Guilbeault	March	2022
	Greg Lepine	March	2021
	Richard Riley Jr - Chairperson	March	2022
<b>Alternates:</b>	Thomas Cooney	March	2021
	Mark Falardo	March	2022
	OPEN		
	OPEN		
	OPEN		

### **Section 2: Case Load and Decisions**

In 2018 the Board heard testimony and made decisions on five applications.

Case #	Property Location	Case Type	Decision
2019-01	518 Charles Bancroft Hwy, Litchfield, NH 03052, Map 22 Lot 9	1. Variance from LZO Section 803.00-B to permit a pre-existing automobile service and repair business with the service entrance in the front where only a rear service entrance is allowed. 2. Special Exception from LZO Section 1208.01 to permit a pre-existing automobile service and repair business to operate within the Wetland Conservation District.	Approved
2019-02	273 Derry Road, Litchfield, NH 03052, Map 2 Lot 2	1. Variance from LZO Section 601.00 to permit a Landscaping business to operate in the Highway Commercial District where it is not a permitted use. 2. Variance from LZO Section 601.01 to permit Multiple Principal Uses on the same parcel without subdivision.	Approved
2019-03	Cummings Drive, Litchfield, NH 03052, Map 9 Lot 94	1. Variance from article 310 Dimensional Requirements to permit the construction of a front porch within the 50 feet setback requirement.	Approved



2019-04	271 Derry Road, Litchfield, NH 03052, Map 2 Lot 47	1. Variance from article 601 section p for a Mixed Use Commercial/Residential to allow 75% to be residential use.	Withdrawn by applicant
2019-05	522 Charles Bancroft Highway, Litchfield, NH 03052, Map 22 Lot 11	<ol style="list-style-type: none"> <li>1. Variance from article 800 section 801 to permit the use of a storage facility where such use is not listed as a permitted use.</li> <li>2. Variance from section 1250 article 1253.00 to permit a storage facility in the Aquifer Protection District.</li> <li>3. Special Exception from section 1208 to permit a storm water retention pond (water impoundment facility) in the Wetlands Conservation District.</li> <li>4. Special Exception from section 803a to permit the use of a gas station.</li> <li>5. Variance from article 800 section 803-00(1)-4 to permit a gas station with frontage along Route 3A of 395.5 (applicant changed to 455 ft) feet where 500 feet frontage is required.</li> </ol>	Approved
2019-06	12 Midway Avenue, Litchfield, NH 03052, Map 15 Lot 25	<ol style="list-style-type: none"> <li>1. Special exception from section 1208 of <ol style="list-style-type: none"> <li>a. 2,517 S.F. Permanent Wetlands Impacts</li> <li>b. 9,154 S.F. Temporary Wetlands Impacts</li> <li>c. 27,073 S.F. Wetland Conservation District Buffer Impacts</li> </ol> to allow installation of motorized operated switches, related equipment and infrastructure updates including a permanent gravel access drive per plan. </li> </ol>	Approved
2019-07	517 & 519 Charles Bancroft Highway, Litchfield, NH 03052, Map 22 Lot 8	<ol style="list-style-type: none"> <li>1. Special exception form Section 1208.00 of 1375 S.F. wetland buffer impacts for proposed parking improvements per plan.</li> </ol>	Approved
2019-08	Hillcrest Road, Litchfield, NH 03052, Map 15 Lot 14	<ol style="list-style-type: none"> <li>1. A request for variance from section 300 article 310.00 to allow construction of a single family home with 133 FT. of frontage on Charles Bancroft Highway where 150 FT. of frontage is required.</li> <li>2. A request for special exception from section 1208.00 to allow an access road with cul-de-sac, a section of which will have to cross designated wetland and wetlands buffers.</li> </ol>	Approved
2019-09	11 Lund Street, Litchfield, NH 03052, Map 19 Lot 310	<ol style="list-style-type: none"> <li>1. Variance from article 310 to allow construction of an attached breezeway and garage – the construction of which would encroach 4 FT. into the side setback requirement of 20 FT.</li> </ol>	Approved
2019-10	454 Charles Bancroft Highway, Litchfield, NH 03052, Map 20 Lots 14,15,16,17	<ol style="list-style-type: none"> <li>1. Appeal of decision of the Building Inspector and Town Administrator/Interim Zoning Administrator to modify a site plan to enclose three existing pole barns without the Planning Board reasoning entered into record</li> </ol>	Pending
2019-11	506 Charles Bancroft Highway, Litchfield, NH 03052, Map 22 Lot 2	<ol style="list-style-type: none"> <li>1. A request for variance from Section 1504.00(b) to allow off premise sign where prohibited by the ordinance.</li> <li>2. A request for variance from Section 1502.02(c) to allow moving and/or colored lights in signage where prohibited by the ordinance.</li> </ol>	Approved
2019-12	21 Naticook Avenue, Litchfield, NH 03052, Map 18 Lot 29	<ol style="list-style-type: none"> <li>1. Variance from Section 310 to allow construction of an attached garage and in-law suite – the construction of which would encroach 10 FT. into the side setback requirement of 20 FT.</li> </ol>	Approved
2019-13	25 Riverview Circle, Litchfield, NH 03052, Map 6 Lot 59	<ol style="list-style-type: none"> <li>1. Variance from Section 310.00 Dimensional Requirements to allow a garage addition which has been constructed within the minimum setback requirement.</li> </ol>	Approved
2019-14	Charles Bancroft Highway, Litchfield, NH 03052, Map 15 Lot 19	<ol style="list-style-type: none"> <li>1. Variance from Section 310.00 to allow a lot line adjustment between Map 15 Lot 20 and Map 15 Lot 19 for the purpose of increasing the area and frontage for Map 15 Lot 20.</li> </ol>	Approved
2019-15	454 Charles Bancroft Highway, Litchfield, NH 03052, Map 20 Lot 17	<ol style="list-style-type: none"> <li>1. Appeal of decision of the Town Administrator/Interim Zoning Administrator prohibiting overflow parking on grass areas which are not approved for parking.</li> </ol>	Pending

### **Section 3: Budget**

- Refer to Town Budget Report

I'd like to thank all the Board members and alternates for the time they spent this past year performing this important service for the town.

Respectfully submitted,

Richard Riley - Chairperson  
Litchfield Zoning Board of Adjustment

## 2019 ANNUAL REPORT CEMETERY TRUSTEES

An informational handbook of rules and regulations for the three cemeteries in Litchfield is available for residents at the Town Clerk's office. The trustees encourage interested residents obtain a copy.

There were eight burials during the year in the Pinecrest and Hillcrest cemeteries.

Damaged gravestones in Hillcrest and Pinecrest Cemeteries were repaired by Kai Nalenz of Gravestone Services of New England, located in Bedford, NH. This is an ongoing project initiated by the cemetery trustees to keep our historic grave markers in good condition.

Dalmatian Landscaping of Litchfield did an excellent job mowing, cleaning, and shrub pruning at all three cemeteries throughout the season. Additionally, they did the annual spring cleaning at the cemeteries prior to Memorial Day.

Bradley Tree Service was contracted to do tree pruning at the three cemeteries, and the trustees were very pleased with their work.

Respectfully submitted by:

Jody L. Fraser  
Litchfield Cemetery Trustee



30 Temple Street, Suite 310  
Nashua, NH 03060  
Phone: 603.417.6570

*value yesterday. Enhance tomorrow. Plan today.*

## NASHUA REGIONAL PLANNING COMMISSION 2019 ANNUAL REPORT

The Nashua Regional Planning Commission (NRPC) provides comprehensive transportation, land use, and environmental planning services and offers extensive mapping and data management products and services to the region's communities utilizing the latest technologies available. Membership in NRPC gives communities access to this wide range of resources.

NRPC uses local dues to leverage grant funds and support the planning needs of local communities. The most recent NRPC budget is comprised of 60% federal transportation funding sub-allocated by the State of NH, 10% local dues, 15%, Household hazardous waste program support, 5% local contracts, 1% State of NH grants, 9% Federal grants, and 1% from special services and miscellaneous revenue.

Highlights of 2019 regional initiatives of benefit to all communities include:

- **Transportation Planning Administration:** NRPC updated the Transportation Improvement Program (TIP), which provides a schedule of project implementation for federally funded and other regionally significant projects for the 2019-2022 period. The Metropolitan Transportation Plan (MTP), NRPC's long-range transportation plan, was adopted in December 2018 and finalized in early 2019 with all comments incorporated. NRPC has continued to update the MTP project list as TIP Amendments are adopted. Data collection and analysis are in the works for future MTP updates, including performance measures, traffic model forecasts and congestion analyses.
- **Regional Housing Needs Assessment:** Completed in December 2019, the Regional Housing Needs Assessment aims to analyze and understand the characteristics and trends related to households, housing stock and market conditions within the region. Additionally, the assessment seeks to identify various barriers and opportunities, project future housing needs, and provide the tools and resources for municipalities to make more informed housing decisions.
- **Brownfields Assessment Program:** NRPC received a \$300,000 EPA grant in October 2019 to implement a new Brownfields Assessment program. The program provides funding to conduct environmental assessments on sites with known or suspected contamination to safeguard public health and encourage the redevelopment of target sites into economically viable uses consistent with community goals.
- **NRPC Public Involvement Plan:** Adopted in June 2019, the updated Public Involvement Plan enhances NRPC's procedures and strategies for integrating public participation throughout the transportation planning process. The plan will ensure transportation-related decisions are made in consideration of and of benefit to public needs and preferences.
- **Regional Census Partnership:** Through active participation in various Census Bureau programs including the Participant Small Area Program (PSAP), the Local Update of Census Addresses (LUCA) program, the Census Boundary Annexation Survey (BAS), and Census New Construction, NRPC's GIS team has provided feedback on small area geography delineations and has submitted over 2500 address

database additions or corrections to Census. These efforts and others, including support of the City of Nashua's Complete Count Committee and our own outreach, will help ensure the most accurate and complete Census for the communities in our region.

- **Toxic Free: Easy as 1-2-3:** This EPA-funded initiative seeks to provide education to parents and caregivers about the risk that household hazardous products pose to children and ways to reduce the chances of exposures and poisonings. The project's outreach encourages residents to properly dispose of household hazardous waste (HHW) at NRPC-run collection events in the region. In 2019, we convened an advisory committee, drafted and finalized an outreach survey, and began distributing that survey.
- **Regionwide Bicycle Level of Stress:** In partnership with NHDOT, NRPC finalized a GIS layer measuring bicycle-friendliness of every road segment in the region. The data will be used for local and regional Complete Streets planning and to analyze the potential effectiveness of future project applications in the Ten-Year Planning process.
- **CommuteSmart:** The mission of the CommuteSmart Nashua is to improve transportation mobility options of all residents and employees in the region. In 2019, NRPC conducted outreach on behalf of the program and participated in two challenge events that encouraged alternate modes of commuting including rideshare, transit, bicycle and walking, and telecommuting.

HIGHLIGHTED LITCHFIELD MEMBERSHIP BENEFITS	ESTIMATED VALUE
<b>ELECTRICITY SUPPLY AGGREGATION</b> <a href="http://www.nashuarpc.org/energy-environmental-planning/energy-aggregation">www.nashuarpc.org/energy-environmental-planning/energy-aggregation</a> NRPC serves as an aggregator to facilitate a bid process among competitive electricity suppliers licensed with the NH Public Utilities Commission. Each aggregation member signs its own contract with the supplier for a fixed electricity supply rate. Rates and contracts are identical for each member within a given electric distribution territory. In 2018, Litchfield signed a 36-month contract with a competitive supplier as part of the aggregation.	<b>Savings since 2012: \$65,115</b> (compared to default utility rate) <b>NRPC Staff Time: 10 hrs.</b>
<b>HOUSEHOLD HAZARDOUS WASTE COLLECTION</b> <a href="http://www.nashuarpc.org/hhw">www.nashuarpc.org/hhw</a> NRPC staff conducted six HHW collections this year on behalf of the Nashua Region Solid Waste Management District (NRSWMD) to allow residents to properly dispose of hazardous products. Five of the events were in Nashua, and one in Pelham. Residents of Litchfield could attend any of the six events. In 2019, a total of 1,734 households participated in the HHW collections District-wide. <b>Litchfield households served: 67</b> (3.9% of total served)	<b>NRPC Staff Time: 500 hrs.</b> <b>Single collection event cost savings to NRSWMD: \$16,250.</b>
<b>TRAFFIC COUNTING</b> <a href="https://arcgis.com/arcgis/rest/services/Ovm8q">https://arcgis.com/arcgis/rest/services/Ovm8q</a> NRPC collected traffic counts at 9 locations and vehicle classification data at 2 locations in Litchfield in cooperation with the NH Department of Transportation to support the Highway Performance Monitoring System. NRPC also conducted 9 traffic counts per request of town officials. All counts are available to the Town for local planning initiatives. NRPC continues to maintain the traffic count database that includes Litchfield traffic count information.	<b>NRPC Staff Time: 40 hrs.</b>
<b>TAX MAPPING</b> <a href="https://www.nashuarpc.org/gis-mapping/tax-maps/litchfield-tax-map/">https://www.nashuarpc.org/gis-mapping/tax-maps/litchfield-tax-map/</a>	<b>Estimated staff time: 40 hrs.</b>

NRPC continues to provide tax mapping services to the Town. Each year NRPC incorporates updates and changes as recorded in the Hillsborough County Registry of Deeds and as reported by the town, makes any minor cartographic adjustments as needed, and provides hard copy and electronic pdfs for the Town.

**ROAD ASSET INVENTORY** **Estimated staff time: 100 hrs.**

To support stormwater permitting and general road asset maintenance, NRPC continued work under an agreement with the Town to collect general roadway information, road condition, catch basins, outfalls, and miscellaneous stormwater features and completed a final report on the road surface management system (RSMS) repair plan and budget forecast.

**ONLINE GIS - <https://nrpcnh.mapgeo.io>** **Licensing fee: \$6,000/yr.**  
**NRPC staff time: 40 hrs.**

MapGeo, NRPC’s award-winning Live Maps App, is a public-facing resource for property information in the region. NRPC’s GIS database support both the Town’s tax maps as well as this GIS parcel viewer with the same authoritative information.

**DEVELOPMENT REVIEW AND PLANNING SERVICES** **NRPC Staff Time: 160 hrs.**

Part of NRPC’s comprehensive services is to offer direct local land use planning assistance under our “Circuit Rider” program. The Town of Litchfield utilizes Circuit Rider services to assist the Planning Board. Services include assistance to applicants in submitting subdivision or site plan applications, written reviews of submissions to the Planning Board, attendance at hearings and work sessions to assist and answer questions, and support to the Board and Town staff in preparing notices, draft amendments and warrants for Town Meeting and updates to the Town’s Master Plan.

**LOCAL TECHNICAL ASSISTANCE** **NRPC Staff Time: 60 hrs.**

NRPC compiled travel data and developed future forecasts and compiled other data for completion of the Litchfield Master Plan transportation chapter. NRPC also conducted a signal warrant analysis for the intersection of NH 102/Page Rd near the Hudson town line. Specific GIS services to Litchfield in 2019 included sidewalk mapping to support master planning and the potential expansion of Albuquerque Ave., and an address map for SAU transportation.

**Payments to NRPC**

<b>Membership Dues:</b>	<b>\$6,364</b>
<b>Other Contractual Amounts:</b>	<b>\$14,883</b>

**REPRESENTATIVES FROM LITCHFIELD TO NRPC:**

NRPC extends its heartfelt thanks to the citizens and staff of Litchfield who volunteer to support regional planning. The work of NRPC would not be possible without the support of the dedicated Commissioners and Advisory Committee members from Litchfield. Special thanks to:

**Commissioners:** Kimberly Queenan

**Transportation Technical Advisory Committee:** Troy Brown

**Nashua Regional Solid Waste Management District:** Troy Brown, Dave Mellen

Respectfully Submitted,

*Jay Minkarah, Executive Director*

# STORM WATER MANAGEMENT PROGRAM

## WHAT CAN YOU DO?

In order to protect and preserve our ecological resources, be sure to take the following preventive measures for:

### Lawn/Yard Care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. Yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.



- ✓ Don't over water your lawn, gardens, or other outdoor areas. Consider using a soaker hose instead of a sprinkler. Berm lawn and yard to prevent water run-off and encourage water absorption (infiltration).
- ✓ Preserve and plant trees and shrubs to help keep soil in place.
- ✓ Use pesticides and fertilizers sparingly. If necessary, only use recommended amounts.
- ✓ Use organic mulch or safer pest control methods.
- ✓ Compost or mulch yard waste. Cover piles of dirt or mulch.
- ✓ Recycle as much as possible.
- ✓ Use a broom to sweep and collect sediment and organic matter on sidewalks and driveways. Collect sand used on driveways and sidewalks for future use or disposal.
- ✓ Use de-icing materials sparingly on driveways and sidewalks.
- ✓ Drain swimming pools onto expanse lawns or other vegetated areas.



### Small Farms

Agricultural run-off from farming activities increases the amounts of coliform and organic matter in downstream water supplies. Small farming activities such as cow, sheep, and goat grazing, as well as waste from chicken coops, hog or pig pens, horse corrals, etc. can also contribute to wastewater runoff if not properly maintained.

### Septic Systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by storm water and discharged into nearby water bodies. Pathogens can cause public health and environmental concerns.

- ✓ Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- ✓ Don't dispose of household hazardous waste in sinks or toilets.

### Auto Care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a water body. For example, one quart of oil can contaminate up to 2 million gallons of water.



- ✓ Use a commercial car wash that treats or recycles its wastewater or wash your car on your yard so the water infiltrates into the ground.
- ✓ Dispose of used auto fluids and batteries at designated recycling and drop-off locations.
- ✓ Prevent gas and oil leaks and spills.

- ✓ Have your motor vehicle routinely serviced.

### Pet Waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- ✓ When walking your pet, remember to pick up the waste and dispose of it properly. Flushing pet waste is the best disposal method.
- ✓ Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local water bodies.



### Prevent Storm Water Runoff

There are several ways to help prevent storm water runoff.

Here are some examples:

- ✓ Plant trees, shrubs, and ground cover.
- ✓ Use a barrel to collect rain and store water for gardening.
- ✓ Redirect downspouts from paved areas to vegetated areas. Guide storm water onto grass or other vegetated areas by using berms or dikes.
- ✓ Use wooden planks, bricks, or interlocking stones for walking areas and patios.
- ✓ Clear away fallen trees and debris from natural waterways and storm water drains.



*\*Copied from UNH Energy and Campus Development*  
[www.unh.edu/ecd/stormwater](http://www.unh.edu/ecd/stormwater)



## **TOWN CLERK/TAX COLLECTOR**

**Motor Vehicle Registrations:** Residents of Litchfield have many options when it comes time to renewing registrations. You may come to the office and pay with either cash, check or credit card (a fee of 2.95% will be charged by the credit card company to use your credit card), surf to [www.litchfieldnh.gov](http://www.litchfieldnh.gov) and renew online using your checking account or Credit Card (your decals are mailed to you), or renew by mail using a check the renewal notice and return to us.

Residents only have to write one check to the Town of Litchfield for registrations.

When registering a new vehicle the individual listed first on the title paperwork **MUST** be present when doing the first registration.

When renewing a registration the State requires that you present your driver's license.

**VANITY PLATES ARE BACK!!!!** We are pleased to inform you that you may once again apply for your vanity plates at the clerk's office. No more long lines at the DMV for a vanity plate!

To register a Title Exempt Vehicle for the first time the law (RSA 261:2-a) requires that ***in addition to a bill of sale*** a person registering a 1999 Model Year vehicle (or older) must present additional documentation on the vehicle. The owner must present one of the following additional documents: a previously issued NH Registration (a photocopy is okay), a valid NH or Out of State Title (a photocopy is okay), or a completed "Verification of Vehicle Identification" form (Form 19A) which can be obtained from the Town Clerk's office, Police Department, or a local inspection station. All vehicles year 2000 and newer must have a title.

Inspection stickers for a vehicle renewal need to be in place by the 10<sup>th</sup> day of the following month of your renewal due date. Late renewals do not get a 10-day grace period. Motorcycles are to be inspected by June 1 of each year and will get an inspection sticker with a number 6. All other trailers, such as utility trailers or snowmobile trailers, are inspected by birth month like regular vehicle registrations.

**Boat Registration** – The Town Clerk's office can register your boats bring us your State Renewal notice and for a \$5.00 Municipal Agent fee we can provide you with your new decals.

**NH Hunting/Fishing Licenses and OHRV:** January 2008 the Town Clerk's office started issuing New Hampshire Hunting and/or Fishing License. October 2009 we started issuing OHRV Licenses.

**Elections:** Voting is the most fundamental right in a democracy because it is through voting that citizens protect all other rights by carefully selecting the public servants who guide and direct our self-governance. You can come to the Town Clerk's office to register to vote. You may also register to vote on Election Day at the polls. You are eligible to vote if you are 18 years of age or older on Election Day, are a US citizen and are domiciled in New Hampshire. A person can have several residences, but may have only one voting domicile. You have to provide your driver license, Passport at the time of registration. If you are currently on the checklist please check to update your information. Voter registration cards are required by the State of NH to show place of birth and driver's license or social security number. Any change of address, name change, or party affiliation change should be updated with the Supervisors on Election Day or at the Town Clerk's office. NH law requires that a State approved photo id be shown when voting. If you do not have your ID you will be asked to fill out an affidavit form and have your photo taken by either the Moderator or the Town Clerk. Voting will take place at Campbell High School from 7:00 am – to 7:00 pm.



**Dogs:** There were 1,814 dogs licensed in 2019. **DOG TAGS EXPIRE APRIL 30 OF EACH YEAR.** Residents can renew dog licenses starting January 2nd. Due to budget restraints we will not be sending out a reminder notice. If we have your current phone number and or e-mail address you will receive a phone call or e-mail reminder from our office. This year the Town Clerk will be at the annual Rabies Clinic to issue dog licenses. If you show the rabies certificate from the previous year the Vet can administer a 3-year rabies shot instead of the 1-year shot. There is a minimum of a \$25.00 fine for failure to register your dog in a timely manner plus monthly late charges. **If you no longer have your dog please drop us a quick note or E-mail (tbriand@litchfieldnh.gov) to let us know or call us at 424-4045. IMPORTANT:** Review your previous license to make sure that your dog's rabies vaccination is up-to-date. If you cannot find your vaccination certificate or license from 2018 call the office and we can research your records. You may renew your dog's license via the mail or the internet as long as the rabies vaccine is up to date. To register by mail please include: a check made payable to the Town of Litchfield (**NO CASH PLEASE**), and a self-addressed-stamped envelope for return of your new license and dog tag. To register via internet go to [www.litchfieldnh.gov](http://www.litchfieldnh.gov) and click on the appropriate box. If you have questions please call the office we will be more than happy to walk you through the process.

License fees: Puppies (3-7 months) or spayed/neutered over 7 months	\$7.50
Male / Female (not spayed/neutered)	\$10.00
Senior owner (over 65) (for one dog)	\$2.00

**Vital Records:** The fee for a marriage license this year has increased to \$50.00. There is a fee of \$15.00 for the first copy of a death, birth or marriage certificate and \$10.00 each for extra copies.

**Town Clerk/Tax Collector News:** As Town Clerk/Tax Collector for the Town of Litchfield, I completed four years of the state certification program in 2007. In 2010 I was recertified until 2020. I am now a Certified Town Clerk/Tax Collector in the State of New Hampshire. In 2009 I was nominated by the NH Tax Collectors Association as the Conference Coordinator for the State. In 2019 I was nominated to be the Vice President of the NH Tax Collectors' Association and in 2020 and 2021 I will be the President of the NH Tax Collectors' Association. It is a pleasure and honor to be a resident and public servant for Litchfield. I am very proud of where I grew up and currently reside. I am so proud to represent Litchfield at the meetings and conferences that I am required to attend throughout New Hampshire. My door is always open to anyone that has a suggestion. Thank you for this wonderful opportunity.

**Town Clerk / Tax Collector Office Hours:**

Monday 10:00 AM to 6:00 PM  
Tuesday – Friday 7:30 AM to 3:00 PM

Address: 2 Liberty Way, Suite 3, Litchfield, NH 03052

Phone: (603) 424-4045

Fax: (603) 424-3014

Email: [tbriand@litchfieldnh.gov](mailto:tbriand@litchfieldnh.gov)

**Respectfully Submitted**

Theresa L. Briand, Town Clerk/Tax Collector

**RESIDENT MARRIAGE REPORT**  
**01/01/2019 - 12/31/2019**

<b>Name</b>	<b>Residence</b>	<b>Name</b>	<b>Residence</b>	<b>Issuance</b>	<b>Marriage</b>	<b>Marriage</b>
Endyke, Kyle T	Litchfield, NH	Parker, Caroline S	Springfield, VA	Litchfield	Litchfield	04/15/2019
Demers, Christopher E	Litchfield, NH	Murphy, Kendal M	Litchfield, NH	Derry	Londonderry	05/25/2019
Neale, Jennifer A	Litchfield, NH	White, Robert S	Litchfield, NH	Litchfield	Meredith	06/08/2019
McCoy, Karen A	Litchfield, NH	Burger, Robert D	Litchfield, NH	Litchfield	Meredith	06/15/2019
Fadden, Brian K	Litchfield, NH	Rondeau, Jamie L	Litchfield, NH	Londonderry	Londonderry	07/23/2019
Dionne, Robert M	Lithcfield, NH	Giacchino, Erika M	Middleton, MA	Derry	Derry	07/27/2019
Filadoro, Michelle P	Litchfield, NH	Johnson, Tanner M	Litchfield, NH	Litchfield	Litchfield	09/07/2019
Stefanik, Cody T	Litchfield, NH	Gainor, Lauren N	Litchfield, NH	Litchfield	Henniker	09/14/2019
Pease, Justin L	Litchfield, NH	Greenhalgh, Chelsea E	Litchfield, NH	Litchfield	Atkinson	09/22/2019
Fiorentino, Nicholas J	Litchfield, NH	Brigham, Rachelle J	Hudson, NH	Bedford	Laconia	09/27/2019
Caron, Jonathan H	Litchfield, NH	Dimartino, Paige J	Litchfield, NH	Litchfield	Derry	10/10/2019
Nelson, James P	Litchfield, NH	Theroux, Tanya S	Litchfield, NH	Litchfield	Weare	10/19/2019
Macgillivray, Joey P	Litchfield, NH	Moore, Samantha M	Litchfield, NH	Litchfield	Greenfield	11/09/2019

**Total Number of Records 13**

**RESIDENT BIRTH REPORT**  
**01/01/2019-12/31/2019**

<b>Childs Name</b>	<b>Birth Date</b>	<b>Birth Place</b>	<b>Father/Partner Name</b>	<b>Mothers Name</b>
Tallman, Brayden Richard	01/02/2019	Nashua, NH	Tallman, Jonathan	Lee, Brittany
Tallman, Zayden David	01/02/2019	Nashua, NH	Tallman, Jonathan	Lee, Brittany
Ciccariello, Charles Vincent	01/03/2019	Manchester, NH	Ciccariello, Kevin	Ciccariello, Colleen
Maldonado, Sonnie James	01/10/2019	Nashua, NH	Maldonado, Jonathan	Maldonado, Cassie
Baker, Hunter Raymond	01/13/2019	Nashua, NH	Baker, David	Baker, Emily
Hayes, Brady Alan	02/18/2019	Nashua, NH	Hayes, Alan	Hayes, Holly
Plummer, Anastasia Joy	02/21/2019	Nashua, NH	Plummer IV, George	Therrien, Nina
Rich, Mia Marie	02/27/2019	Nashua, NH	Rich, Keith	Baldwin, Abigail
Colella, Axyl John	03/17/2019	Derry, NH	Colella Jr., Christopher	Randell, Jessica
Ruperto, Demi Rose	03/18/2019	Nashua, NH	Ruperto, Isaías	Ruperto, Alexandra
Wilfert, Barbara Mae	03/28/2019	Manchester, NH	Wilfert, Michael	Perrotta, Kirsten
Smith, Pheobe Catherine	04/02/2019	Nashua, NH	Smith, Ryan	Smith, Samantha
Anderson, Charlotte Faith	04/08/2019	Manchester, NH	Anderson, Joshua	Anderson, Amy
Tropiano, Wyatt Stephen	04/09/2019	Manchester, NH	Tropiano, Matthew	Tropiano, Laura
Thomas, Finnegan Stewart	05/06/2019	Nashua, NH	Thomas, Andrew	Thomas, Meaghan
Cozza, Cassandra Elouisa	05/07/2019	Nashua, NH	Cozza, Jason	Cozza, Samantha
Halloran, Sofia Margaret	05/07/2019	Nashua, NH	Halloran, Brandon	Halloran, Stefanie
Taube, Jacob Christopher	05/08/2019	Nashua, NH	Taube, Michael	Taube, Caitlin
Soulard, Lincoln James	05/16/2019	Nashua, NH	Soulard, Roger	Soulard, Lauren
McAllister, Harper Grace	05/19/2019	Manchester, NH	McAllister, Sean	Straw, Jennifer
Robbins, Reilly Jo	05/21/2019	Manchester, NH	Robbins IV, Joseph	Robbins, Erin
Diaz, Jeremiah Thomas	05/31/2019	Nashua, NH	Diaz, Iziah	Branch, Veronika
Whitney, Nathan Timothy	06/04/2019	Nashua, NH	Whitney, Timothy	Whitney, Samantha
Mehmeti, Amelia	06/05/2019	Nashua, NH	Mehmeti, Hysan	Mehmeti, Melanie
Opiechowski, Jordan Mitchell	07/22/2019	Derry, NH	Opiechowski, Justin	Opiechowski, Zoe
Oswald, Grant Steven	08/14/2019	Manchester, NH	Oswald, Steven	Oswald, Alyssa
Coraine, Serafina Lee	08/18/2019	Nashua, NH	Coraine Jr., Anthony	Coraine, Jacqueline
Lefort, Dextor Thomas	08/19/2019	Lebanon, NH	Lefort, Roderick	Lefort, Amanda
Deschene, Sophia Grace	08/20/2019	Manchester, NH	Deschene, Keith	Deschene, Nina
Milosh, Jackson Thayer	08/21/2019	Nashua, NH	Thayer, Timothy	Milosh, Kristen
Michaud, Henry James	09/09/2019	Manchester, NH	Michaud, Remy	Michaud, Katelin
Kerwin, Finnian Maxwell	09/10/2019	Litchfield, NH	Kerwin, Eric	Kerwin, Anne

**RESIDENT BIRTH REPORT**  
(continued)

<b>Childs Name</b>	<b>Birth Date</b>	<b>Birth Place</b>	<b>Father/Partner Name</b>	<b>Mothers Name</b>
Charbonneau, Ellie Marie	09/14/2019	Manchester, NH	Charbonneau, Chad	Charbonneau, Cassie
Rosellen, Felicity Faith	09/30/2019	Nashua, NH	Rosellen, Jeffrey	Rosellen, Kelly
Boswell, Oliver Blake	10/03/2019	Nashua, NH	Boswell, Joe	Boswell, Ashley
Graham, Mila Grace	10/17/2019	Nashua, NH	Graham, Benjamin	Graham, Anna
Rutherford, Aria Lee	11/04/2019	Manchester, NH	Rutherford, Nicholas	Rutherford, Nicole
Connell, Scarlett Ryan	11/23/2019	Nashua, NH	Connell, Timothy	Connell, Rachel
Diaz, Xander Paul	11/25/2019	Manchester, NH	Diaz, Denzel	Diaz, Heather
Miller, Adalynn Faith	12/05/2019	Nashua, NH	Miller, Austin	Miller, Samantha
Moss, Zanaia April	12/10/2019	Nashua, NH	Moss, Denzel	Reis, Amanda
Chestnut, Sadie Mae	12/10/2019	Nashua, NH	Chestnut, Craig	Chestnut, Tiffany
Walker, Vincent Silvio	12/31/2019	Nashua, NH	Walker IV, George	Lee, Shaunna

**Total number of records 43**

**RESIDENT DEATH REPORT**  
**01/01/2019 - 12/31/2019**

<b>Decedent's Name</b>	<b>Death Date</b>	<b>Death Place</b>	<b>Father's Name</b>	<b>Mother's Maiden Name</b>	<b>Military</b>
Blais, Cheryl	01/05/2019	Nashua	Hitchcock, Charles	Bradley, Ann	N
Rodier, Ronald	01/09/2019	Nashua	Rodier, Hormidas	Bosse, Marie	Y
Michael, Nancy	01/11/2019	Nashua	Farrar, Clayton	Conkel, Mildred	N
Antonovitch, Peter	01/13/2019	Merrimack	Antonovitch, Frank	Campio, Mary Lou	Y
McQuesten, Janet	01/27/2019	Merrimack	Griffin, James	Cogliano, Jennie	N
Lynch, Arthur	02/11/2019	Litchfield	Lynch, Edward	Albert, Maria	Y
Allen, Roswell	02/16/2019	Litchfield	Allen, Roswell	Taisey, Vera	N
Reagan, Bernard	02/20/2019	Nashua	Reagan, Bernard	Scanlan, Elizabeth	Y
McCarthy, Margaret	02/27/2019	Manchester	McCarthy, Joseph	Marchand, Joan	N
Jones, Julian	03/19/2019	Litchfield	Jones, Julius	Neale, Marion	N
Tardif, Yves	03/22/2019	Litchfield	Tardif, Fernando	Doyon, Madeleine	N
Mackey, Donald	03/29/2019	Concord	Mackey, Onni	Welterien, Mabel	y
MacQueen, Raymond	04/05/2019	Hudson	MacQueen, Hugh	Carty, Mary	Y
Desjardins, Richard	04/16/2019	Litchfield	Desjardins, Isidore	Rioux, Annette	N
Albert, Adrien	05/10/2019	Merrimack	Albert, Aurele	Bouchard, Annie	N
Filion, Denise	05/20/2019	Litchfield	Filion, Gerard	Patient, Gisele	N
Boire, Gordon	05/23/2019	Litchfield	Gordon, Arthur	Cppk, Catherine	Y
Durgin, Susan	05/26/2019	Litchfield	Reid, Arthur	Comeau, Tillie	N
Longley, Jacqueline	06/05/2019	Manchester	Jean, Henry	Laflamme, Mary	N
Provencher, Phyllis	06/06/2019	Manchester	Clang, Ernest	Richards, Hope	N
Roy, Linda	06/08/2019	Litchfield	Roy, Richard	Wilder, Patricia	N
Faucher, Ginnette	06/15/2019	Merrimack	Couture, Cleophas	Foriter, Jeanne	N
Fauteux, Tracy	06/23/2019	Litchfield	Diluzio Jr, Frank	Perra, Betty	N
Tierney, John	07/08/2019	Merrimack	Tierney, James	Norris, Beatrice	N
Majchrzak, Joseph	07/10/2019	Merrimack	Majchrzak, John	Baliszewska, Zofia	N
Drew, John	07/28/2019	Litchfield	Drew, Walter	Mackey, Virginia	N
Mancini, Maria	08/28/2019	Litchfield	Giroux, Donald	Blais, Joan	N
Parenti, Sara	09/01/2019	Nashua	Fatka, Loren	Falcon, Kris	N
Guay, Bette	09/14/2019	Litchfield	McQuesten, Fred	Denta, Ena	N
Labrecque, Barbara	09/14/2019	Litchfield	Sullivan, Daniel	Lucia, Alberta	N
Scarfo, Nicodemo	10/02/2019	Litchfield	Scarfo, Fortunato	Zanellini, Lidia	N

**RESIDENT DEATH REPORT**  
(continued)

<b>Decedent's Name</b>	<b>Death Date</b>	<b>Death Place</b>	<b>Father's Name</b>	<b>Mother's Maiden Name</b>	<b>Military</b>
Vik, Rosemary	10/22/2019	Merrimack	Batchelor, Francis	Wilkins, Madeline	N
Bryceland, Ann	10/26/2019	Merrimack	Browand, Charles	Stephens, Eleanora	N
Barton, Genesa	10/30/2019	Nashua	Swanson Jr, Thomas	Barton, Brandy	N
Nichols, John	11/17/2019	Nashua	Nichols, John	Gorman, Josephine	Y
Klaft, Eric	11/21/2019	Nashua	Klaft, Walter	Dawson, Ruth	N
Quigley, Edward	11/22/2019	Nashua	Quigley, Edward	Johnson, Alice	Y
Vincent, Kim	12/05/2019	Hudson	Downing, John	Macinnis, Florence	N
Marra, David	12/07/2019	Litchfield	Marra, Anthony	Peters, Patricia	N
McAlevy	12/22/2019	Merrimack	McAlevy, Frank	Maclean, Hazel	N
Textor, James	12/27/2019	Litchfield	Wilson, Archer	Johnson, Marjorie	Y

**Total number of records 41**

# TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending

12/31/2019

## DEBITS

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR		LEVY FOR YEAR Of this Report	PRIOR LEVIES		
			2018	2017	2016
Property Taxes	#3110	xxxxxx	\$ 310,321.63	0.00	0.00
Resident Taxes	#3180	xxxxxx	0.00	0.00	0.00
Land Use Change Taxes	#3120	xxxxxx	\$25,000.00	0.00	0.00
Timber Yield Taxes	#3185	xxxxxx	0.00	0.00	0.00
Excavation Tax	#3187	xxxxxx	0.00	0.00	0.00
Utility Charges	#3189	xxxxxx	0.00	0.00	0.00
Betterment Taxes		xxxxxx	0.00	0.00	0.00
Property Tax Credit Balance		\$0.00			

TAXES COMMITTED THIS YEAR		Levy for Year Of this report	2018	
Property Taxes	#3110	\$21,431,487.00	\$0.00	
Resident Taxes	#3180	\$0.00	\$0.00	
Land Use Change Taxes	#3120	\$203,060.00	\$0.00	
Yield Taxes	#3185	\$81.87	\$0.00	
Excavation Tax	#3187	\$3,203.54	\$0.00	
Utility	#3189	\$0.00	\$0.00	
Betterment Taxes		\$0.00	\$0.00	

OVERPAYMENT REFUNDS		Levy for Report of this Year	2018	2017	2016
Property Taxes	#3110	\$35,348.09			
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax	#3187				
Interest - & Penalties on Delinquent Taxes	#3190	\$2,850.95	\$13,800.66	\$0.00	\$0.00
Interest & Penalties on Resident Taxes	#3190	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DEBITS</b>		<b>\$21,676,031.45</b>	<b>\$349,122.29</b>	<b>\$0.00</b>	<b>\$0.00</b>

# TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2019

## CREDITS

REMITTED TO TREASURER	LEVY FOR YEAR Of this Report	PRIOR LEVIES		
		2018	2017	2016
Property Taxes	\$21,132,907.67	\$248,248.51	\$0.00	\$0.00
Resident Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Land Use Change Taxes	\$111,139.00	\$25,000	\$0.00	\$0.00
Timber Yield Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Interest (included Lien conversion)	\$2,850.95	\$12,463.57	\$0.00	\$0.00
Penalties	\$0.00	\$1,337.09	\$0.00	\$0.00
Excavation Tax	\$3,203.54	\$0.00	\$0.00	\$0.00
Utility Charges	\$0.00	\$0.00	\$0.00	\$0.00
Betterment Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Conversion to Lien (principal only)	\$0.00	\$62,073.12	\$0.00	\$0.00
Discounts Allowed	\$0.00	\$0.00	\$0.00	\$0.00

ABATEMENTS MADE	Levy for Year of this Report	2018	2017	2016
Property Taxes	\$10,390.50	\$0.00	\$0.00	\$0.00
Resident Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Land Use Change Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Timber Yield Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Excavation Tax	\$0.00	\$0.00	\$0.00	\$0.00
Utility Charges	\$0.00	\$0.00	\$0.00	\$0.00
Betterment Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Current Levy Deeded	\$0.00	\$0.00	\$0.00	\$0.00

UNCOLLECTED TAXES - END OF YEAR #1080		2018	2017	2016
Property Taxes	\$323,537.63	\$0.00	\$0.00	\$0.00
Resident Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Land Use Change Taxes	\$91,921.00	\$0.00	\$0.00	\$0.00
Timber Yield Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Excavation Tax	\$0.00	\$0.00	\$0.00	\$0.00
Other Charges	\$0.00	\$0.00	\$0.00	\$0.00
Property Tax Credit Balance	(0.71)	\$0.00	\$0.00	\$0.00
Other Tax or Charges Credit Balance	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL CREDITS</b>	<b>\$21,676,031.45</b>	<b>\$349,122.29</b>	<b>\$0.00</b>	<b>\$0.00</b>



# TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2019

## SUMMARY OF DEBITS

UNREDEEMED & EXECUTED	LY	PRIOR LEVIES		
LIENS		2018	2017	2016
Unredeemed Liens Balance Beginning of FY		\$0.00	\$25,565.75	\$6,232.31
Liens Executed During FY	\$ 0.00	\$66,938.66	\$0.00	\$0.00
Interest & Costs Collected (After Lien Execution)	\$0.00	\$2,852.35	\$4,860.50	\$333.03
<b>Total Debits</b>	<b>\$0.00</b>	<b>\$69,791.01</b>	<b>\$30,426.25</b>	<b>\$6,565.34</b>

## SUMMARY OF CREDITS

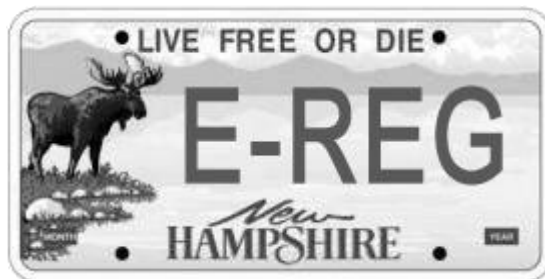
		LY	PRIOR LEVIES		
			2018	2017	2016
Redemptions		\$0.00	\$28,892.63	\$15,669.42	\$6,232.31
Interest & Costs Collected (After Lien Execution)	#3190	\$0.00	\$2,852.35	\$4,860.50	\$333.03
Abatements of Unredeemed Liens		\$0.00	\$0.00	\$0.00	\$0.00
Liens Deeded to Municipality		\$0.00	\$0.00	\$0.00	\$0.00
Unredeemed Liens End of FY	#1110	\$0.00	\$38,046.03	\$9,896.33	\$0.00
<b>TOTAL CREDITS</b>		<b>\$0.00</b>	<b>\$69,791.01</b>	<b>\$30,426.25</b>	<b>\$6,565.34</b>

**ANNUAL FINANCIAL REPORT  
LITCHFIELD, NH TOWN CLERK  
January 1, 2019 through December 31, 2019**

Dogs License - Town	\$9,353.00
State of New Hampshire	\$4,407.00
Duplicate Tags	\$6.00
Fines and Penalties	\$875.00
Dredge and Fill Permits	\$30.00
Voter Checklists	\$272.00
Incorporation Filings	\$0.00
Motor Vehicles Registrations	\$1,881,056.00
State of New Hampshire	\$556,382.00
Municipal Agent Fees	\$34,755.00
Titles	\$4,038.00
Boats	\$17,875.00
Pole Permits	\$20.00
Postage	\$9,370.00
Hunting & Fishing Licenses	\$574.00
State of New Hampshire	\$15,162.00
Returned-Check Fees	\$585.00
UCCs	\$1,545.00
<u>Vital Records</u>	
Town	\$1,836.00
State of New Hampshire	\$2,029.00
 Total Receipts	 \$2,540,152.00

A true record of Town Clerk receipts, attest:

Theresa L. Briand  
Town Clerk  
January 14, 2020



**TOWN OF LITCHFIELD, NEW HAMPSHIRE**

**Annual Financial Statements**

**For the Year Ended December 31, 2018**

**Town of Litchfield, New Hampshire**

**TABLE OF CONTENTS**

	<u>PAGE</u>
<b>INDEPENDENT AUDITORS' REPORT</b>	1
<b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b>	3
<b>BASIC FINANCIAL STATEMENTS:</b>	
<b>Government-wide Financial Statements:</b>	
Statement of Net Position	10
Statement of Activities	11
<b>Fund Financial Statements:</b>	
<b>Governmental Funds:</b>	
Balance Sheet	12
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities in the Statement of Net Position	13
Statement of Revenues, Expenditures, and Changes in Fund Balances	14
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	15
Statement of Revenues and Other Sources, and Expenditures and Other Uses - Budget and Actual - General Fund	16
<b>Fiduciary Funds:</b>	
Statement of Fiduciary Net Position	17
<b>Notes to Financial Statements</b>	18

**REQUIRED SUPPLEMENTARY INFORMATION:**

**Pension:**

Schedule of Proportionate Share of the Net Pension Liability (GASB 68) 43

Schedule of Pension Contributions (GASB 68) 44

**OPEB:**

Schedule of Proportionate Share of Net OPEB Liability (GASB 75) 45

Schedules of Changes in the Total OPEB Liability and  
Contributions (GASB 75) 46

## INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen  
Town of Litchfield, New Hampshire

Additional Offices:  
Andover, MA  
Greenfield, MA  
Manchester, NH  
Ellsworth, ME

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, New Hampshire, as of December 31, 2018, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, New Hampshire, as of December 31, 2018, and the respective changes in financial position thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and the Pension and OPEB schedules appearing on pages 43 – 46 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

*Melanson Heath*

June 21, 2019

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Town of Litchfield, New Hampshire (the Town) we offer readers this narrative overview and analysis of the financial activities of the Town for the year ended December 31, 2018.

### **A. OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, liabilities, and deferred outflows/inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

The governmental activities include general government, public safety, education, highways and streets, sanitation, health and welfare, culture and recreation, and conservation.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at



the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

## **B. FINANCIAL HIGHLIGHTS**

- As of the close of the current year, the total of assets and deferred outflows exceeded liabilities and deferred inflows by \$22,124,383 (i.e., net position), a change of \$595,435 in comparison to the prior year, as restated.
- As of the close of the current year, governmental funds reported combined ending fund balances of \$5,439,999, a change of \$2,052,413 in comparison to the prior year.
- At the end of the current year, unassigned fund balance for the general fund was \$1,760,775, a change of \$261,011 in comparison to the prior year.

### C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior years (in thousands).

	<u>NET POSITION</u>	
	<u>Governmental Activities</u>	
	<u>2018</u>	<u>2017</u>
Current and other assets	\$ 15,354	\$ 12,185
Capital assets	<u>25,281</u>	<u>22,865</u>
Total assets	40,635	35,050
Deferred outflows of resources	777	930
Current liabilities	9,866	8,617
Noncurrent liabilities	<u>9,201</u>	<u>4,817</u>
Total liabilities	19,067	13,434
Deferred inflows of resources	221	122
Net position:		
Net investment in capital assets	23,253	22,911
Restricted	1,464	1,470
Unrestricted	<u>(2,593)</u>	<u>(1,957)</u>
Total net position	<u>\$ 22,124</u>	<u>\$ 22,424</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent year, total net position was \$22,124,383, a change of \$595,435 from the prior year, as restated.

The largest portion of net position, \$23,253,266 reflects our investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position, \$1,464,217 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position reflects a deficit balance of \$(2,593,100) caused primarily by the recording of the unfunded net pension liability (see Note 16) and accrued but unfunded other post-employment benefits (see Note 17).

CHANGES IN NET POSITION

	<u>Governmental Activities</u>	
	<u>2018</u>	<u>2017</u>
Revenues:		
Program revenues:		
Charges for services	\$ 164	\$ 183
Operating grants	841	174
Capital grants and contributions	205	202
General revenues:		
Property taxes	3,967	3,618
Penalties and interest on taxes	232	124
Licenses and permits	1,994	1,865
Investment income	73	17
Intergovernmental	434	434
Other	458	299
Total revenues	<u>8,368</u>	<u>6,916</u>
Expenses:		
General government	1,942	1,713
Public safety	3,348	3,239
Education	254	8
Highways and streets	1,354	2,109
Sanitation	416	424
Health and welfare	57	51
Culture and recreation	399	400
Conservation	3	2
Total expenses	<u>7,773</u>	<u>7,946</u>
Change in net position	595	(1,030)
Net position - beginning of year, as restated	<u>21,529</u>	<u>23,454</u>
Net position - end of year	<u>\$ 22,124</u>	<u>\$ 22,424</u>

Fiscal year 2017 amounts were not restated as the Town applied GASB 75 prospectively.

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$595,435. Key elements of this change are as follows:

General fund operations, as discussed further in Section D	\$ 358,802
Fire station capital project fund - accrual basis	216,087
Non-major funds - accrual basis	558,015
Depreciation expense	(1,235,530)
Change in other post-employment benefits liability and related deferred outflows/inflows	(76,177)
Change in net pension liability and related deferred outflows/inflows	(112,081)
Non-bonded capital asset acquisitions	1,100,447
Other	(214,128)
Total	<u>\$ 595,435</u>

#### D. FINANCIAL ANALYSIS OF FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of the end of the current year, governmental funds reported combined ending fund balances of \$5,439,999, a change of \$2,052,413 in comparison to the prior year. Key elements of this change are as follows:

General fund operating results	\$ 358,802
Fire station capital project fund operating results	1,643,689
Non-major funds operating results	<u>49,922</u>
Total	<u>\$ 2,052,413</u>

The general fund is the chief operating fund. At the end of the current year, unassigned fund balance of the general fund was \$1,760,775, while total fund balance was \$2,127,562. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

<u>General Fund</u>	<u>12/31/18</u>	<u>12/31/17</u>	<u>Change</u>	% of Total General Fund Expenditures
Unassigned fund balance	\$ 1,760,775	\$ 1,499,764	\$ 261,011	29.0%
Total fund balance	\$ 2,127,562	\$ 1,768,760	\$ 358,802	35.0%

The total fund balance of the general fund changed by \$358,802 during the current year. Key factors in this change are as follows:

State and local revenues surplus	\$ 420,011
Budgetary appropriations turnbacks by departments	55,095
Tax collection shortfall	(31,931)
Current year encumbrances to be spent in the subsequent year in excess of prior year encumbrances spent in the current year	138,002
Change in capital reserve fund balance	639
Use of fund balance	(101,940)
Other	<u>(121,074)</u>
Total	<u>\$ 358,802</u>

Included in the total general fund balance are the Town's capital reserve accounts with the following balances:

	<u>12/31/18</u>	<u>12/31/17</u>	<u>Change</u>
Capital reserve	\$ <u>134,150</u>	\$ <u>133,511</u>	\$ <u>639</u>
Total	\$ <u><u>134,150</u></u>	\$ <u><u>133,511</u></u>	\$ <u><u>639</u></u>

#### **E. GENERAL FUND BUDGETARY HIGHLIGHTS**

The differences between the total original budget and the total final amended budget did not impact the overall budget.

#### **F. CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital assets.** Total investment in capital assets for governmental activities at year-end amounted to \$25,280,929 (net of accumulated depreciation), a change of \$2,416,012 from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

Major capital events during the current year included the following:

- Tax deeded property acquisitions of \$840,000
- Fire station construction of \$2,160,684

Additional information on capital assets can be found in the Notes to Financial Statements.

**Long-term debt.** At the end of the current fiscal year, total bonded debt outstanding was \$3,549,600, all of which was backed by the full faith and credit of the Town.

Additional information on long-term debt can be found in the Notes to the Financial Statements.

### **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Board of Selectmen  
Town of Litchfield  
2 Liberty Way, Suite 2  
Litchfield, New Hampshire 03052

## TOWN OF LITCHFIELD, NEW HAMPSHIRE

## STATEMENT OF NET POSITION

DECEMBER 31, 2018

	Governmental <u>Activities</u>
<b>ASSETS</b>	
Current:	
Cash and short-term investments	\$ 7,703,963
Investments	7,101,470
Receivables, net of allowance for uncollectibles:	
Taxes	316,459
Departmental and other	91,596
Other assets	107,363
Due from fiduciary funds	4,236
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Taxes	28,798
Capital assets:	
Land and construction in progress	4,699,134
Other capital assets, net of accumulated depreciation	20,581,795
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Related to pensions	713,129
Related to OPEB	64,201
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	41,412,144
<b>LIABILITIES</b>	
Current:	
Accounts payable	504,425
Accrued liabilities	190,021
Tax refunds payable	402,000
Other liabilities	44,919
Due to school district	8,606,881
Current portion of long-term liabilities:	
Bonds payable	84,600
Other	33,031
Noncurrent:	
Bonds payable, net of current portion	3,465,000
Net pension liability	4,412,258
Net OPEB liability	1,033,484
Other	289,926
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Related to pensions	219,514
Related to OPEB	1,702
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	19,287,761
<b>NET POSITION</b>	
Net investment in capital assets	23,253,266
Restricted for:	
Grants and other statutory restrictions	1,266,258
Permanent funds:	
Nonexpendable	38,350
Expendable	159,609
Unrestricted	(2,593,100)
<b>TOTAL NET POSITION</b>	<u>\$ 22,124,383</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2018

		Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
	<u>Expenses</u>				
<b>Governmental Activities:</b>					
General government	\$ 1,942,239	\$ 17,945	\$ -	\$ -	\$ (1,924,294)
Public safety	3,347,936	109,812	619	-	(3,237,505)
Education	253,811	-	-	-	(253,811)
Highways and streets	1,353,643	-	-	-	(1,353,643)
Sanitation	416,146	10,933	-	-	(405,213)
Health and welfare	56,597	-	-	-	(56,597)
Culture and recreation	399,053	25,026	362	205,588	(168,077)
Conservation	3,045	-	840,000	-	836,955
Total Governmental Activities	<u>\$ 7,772,470</u>	<u>\$ 163,716</u>	<u>\$ 840,981</u>	<u>\$ 205,588</u>	(6,562,185)
<b>General Revenues and Contributions:</b>					
					3,966,645
					232,431
					1,993,627
					72,930
					433,568
					458,419
Total general revenues					<u>7,157,620</u>
Change in net position					595,435
<b>Net Position:</b>					
Beginning of year, as restated					<u>21,528,948</u>
End of year					<u>\$ 22,124,383</u>

The accompanying notes are an integral part of these financial statements.



## TOWN OF LITCHFIELD, NEW HAMPSHIRE

## GOVERNMENTAL FUNDS

## BALANCE SHEET

DECEMBER 31, 2018

	<u>General</u>	<u>Fire Station Capital Project Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>				
Cash and short-term investments	\$ 4,237,971	\$ 1,907,436	\$ 1,558,556	\$ 7,703,963
Investments	7,008,296	-	93,174	7,101,470
Receivables:				
Property taxes	383,257	-	-	383,257
Departmental and other	44,593	-	47,003	91,596
Other assets	107,363	-	-	107,363
Due from other funds	274,321	-	20,000	294,321
<b>TOTAL ASSETS</b>	<b>\$ 12,055,801</b>	<b>\$ 1,907,436</b>	<b>\$ 1,718,733</b>	<b>\$ 15,681,970</b>
<b>LIABILITIES</b>				
Accounts payable	\$ 504,425	\$ -	\$ -	\$ 504,425
Accrued liabilities	113,133	-	-	113,133
Tax refunds payable	402,000	-	-	402,000
Other liabilities	44,919	-	-	44,919
Due to other funds	20,000	263,747	6,338	290,085
Due to school district	8,606,881	-	-	8,606,881
<b>TOTAL LIABILITIES</b>	<b>9,691,358</b>	<b>263,747</b>	<b>6,338</b>	<b>9,961,443</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenues	236,881	-	43,647	280,528
<b>FUND BALANCES</b>				
Nonspendable	-	-	38,350	38,350
Restricted	-	1,643,689	1,625,876	3,269,565
Committed	134,150	-	4,522	138,672
Assigned	232,637	-	-	232,637
Unassigned	1,760,775	-	-	1,760,775
<b>TOTAL FUND BALANCES</b>	<b>2,127,562</b>	<b>1,643,689</b>	<b>1,668,748</b>	<b>5,439,999</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 12,055,801</b>	<b>\$ 1,907,436</b>	<b>\$ 1,718,733</b>	<b>\$ 15,681,970</b>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE  
RECONCILIATION OF TOTAL GOVERNMENTAL FUND  
BALANCES TO NET POSITION OF GOVERNMENTAL  
ACTIVITIES IN THE STATEMENT OF NET POSITION  
DECEMBER 31, 2018

<b>Total governmental fund balances</b>	\$ 5,439,999
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	25,280,929
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	242,528
• Long-term liabilities, including bonds payable, net pension liability, net OPEB liability are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(8,762,185)
• Other	<u>(76,888)</u>
<b>Net position of governmental activities</b>	<b><u>\$ 22,124,383</u></b>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>General</u>	<u>Fire Station Capital Project Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Revenues:</b>				
Property taxes	\$ 3,982,254	\$ -	\$ -	\$ 3,982,254
Penalties, interest and other taxes	71,471	-	160,960	232,431
Licenses and permits	1,993,627	-	-	1,993,627
Intergovernmental	639,518	-	619	640,137
Charges for services	18,875	-	138,118	156,993
Investment income	60,997	15,687	(3,754)	72,930
Miscellaneous	<u>8,419</u>	<u>200,400</u>	<u>284,003</u>	<u>492,822</u>
Total Revenues	6,775,161	216,087	579,946	7,571,194
<b>Expenditures:</b>				
Current:				
General government	1,787,301	-	125,358	1,912,659
Public safety	2,843,400	2,121,998	154,791	5,120,189
Education	-	-	253,811	253,811
Highways and streets	918,598	-	62,348	980,946
Sanitation	392,394	-	-	392,394
Health and welfare	56,597	-	-	56,597
Culture and recreation	79,833	-	268,863	348,696
Conservation	<u>3,089</u>	<u>-</u>	<u>-</u>	<u>3,089</u>
Total Expenditures	<u>6,081,212</u>	<u>2,121,998</u>	<u>865,171</u>	<u>9,068,381</u>
Excess (deficiency) of revenues over expenditures	693,949	(1,905,911)	(285,225)	(1,497,187)
<b>Other Financing Sources (Uses):</b>				
Bond proceeds	-	3,549,600	-	3,549,600
Transfers in	671	-	335,818	336,489
Transfers out	<u>(335,818)</u>	<u>-</u>	<u>(671)</u>	<u>(336,489)</u>
Total Other Financing Sources (Uses)	<u>(335,147)</u>	<u>3,549,600</u>	<u>335,147</u>	<u>3,549,600</u>
Changes in Fund Balance	358,802	1,643,689	49,922	2,052,413
Fund Balance, at Beginning of Year	<u>1,768,760</u>	<u>-</u>	<u>1,618,826</u>	<u>3,387,586</u>
Fund Balance, at End of Year	<u>\$ 2,127,562</u>	<u>\$ 1,643,689</u>	<u>\$ 1,668,748</u>	<u>\$ 5,439,999</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2018

<b>Net changes in fund balances - total governmental funds</b>	\$ 2,052,413																		
<ul style="list-style-type: none"> <li>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense: <table> <tr> <td>Capital outlay</td><td style="text-align: right;">3,730,538</td></tr> <tr> <td>Loss on disposal of assets</td><td style="text-align: right;">(78,996)</td></tr> <tr> <td>Depreciation</td><td style="text-align: right;">(1,235,530)</td></tr> </table> </li> <li>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position: <table> <tr> <td>Issuance of debt</td><td style="text-align: right;">(3,549,600)</td></tr> <tr> <td>Repayments of capital lease</td><td style="text-align: right;">44,246</td></tr> <tr> <td>Capital lease additions</td><td style="text-align: right;">(154,838)</td></tr> </table> </li> <li>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, etc.) differ between the two statements. This amount represents the net change in deferred revenue. <div style="text-align: right;">35,707</div> </li> <li>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds: <table> <tr> <td>Net pension liability and related deferred outflows and inflows of resources</td><td style="text-align: right;">(112,081)</td></tr> <tr> <td>Net OPEB liability and related deferred outflows and inflows of resources</td><td style="text-align: right;">(76,177)</td></tr> <tr> <td>Other</td><td style="text-align: right;">16,641</td></tr> </table> </li> <li>Other differences <div style="text-align: right;"><u>(76,888)</u></div> </li> </ul>	Capital outlay	3,730,538	Loss on disposal of assets	(78,996)	Depreciation	(1,235,530)	Issuance of debt	(3,549,600)	Repayments of capital lease	44,246	Capital lease additions	(154,838)	Net pension liability and related deferred outflows and inflows of resources	(112,081)	Net OPEB liability and related deferred outflows and inflows of resources	(76,177)	Other	16,641	
Capital outlay	3,730,538																		
Loss on disposal of assets	(78,996)																		
Depreciation	(1,235,530)																		
Issuance of debt	(3,549,600)																		
Repayments of capital lease	44,246																		
Capital lease additions	(154,838)																		
Net pension liability and related deferred outflows and inflows of resources	(112,081)																		
Net OPEB liability and related deferred outflows and inflows of resources	(76,177)																		
Other	16,641																		
<b>Change in net position of governmental activities</b>	\$ <u>595,435</u>																		

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE  
GENERAL FUND  
STATEMENT OF REVENUES AND OTHER SOURCES,  
AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2018

	Original <u>Budget</u>	Final <u>Budget</u>	Actual Amounts (Budgetary <u>Basis</u> )	Variance with Final Budget Positive (Negative)
<b>Revenues and other sources:</b>				
Property taxes	\$ 4,014,185	\$ 4,014,185	\$ 4,014,185	\$ -
Penalties, interest and other taxes	72,574	72,574	108,971	36,397
Licenses and permits	1,713,884	1,713,884	1,993,627	279,743
Intergovernmental	639,272	639,272	639,518	246
Charges for services	13,208	13,208	18,875	5,667
Investment income	6,000	6,000	60,017	54,017
Miscellaneous	9,701	9,701	53,642	43,941
Use of fund balance	<u>101,940</u>	<u>101,940</u>	<u>101,940</u>	<u>-</u>
Total Revenues	6,570,764	6,570,764	6,990,775	420,011
<b>Expenditures and other uses:</b>				
General government	1,685,338	1,743,338	1,902,281	(158,943)
Public safety	3,050,541	2,992,541	2,824,967	167,574
Highways and streets	913,489	940,429	908,598	31,831
Sanitation	393,785	393,785	392,394	1,391
Health and welfare	64,640	64,640	56,597	8,043
Culture and recreation	355,670	97,352	91,925	5,427
Conservation	2,860	2,860	3,089	(229)
Capital outlay	26,940	-	-	-
Debt service	1	1	-	1
Transfers out	<u>77,500</u>	<u>335,818</u>	<u>335,818</u>	<u>-</u>
Total Expenditures	<u>6,570,764</u>	<u>6,570,764</u>	<u>6,515,669</u>	<u>55,095</u>
Excess of revenues and other sources over expenditures and other uses	\$ <u>-</u>	\$ <u>-</u>	\$ <u>475,106</u>	\$ <u>475,106</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

DECEMBER 31, 2018

	Agency Funds
<b>ASSETS</b>	
Cash and short-term investments	\$ 540,185
Total Assets	<u>\$ 540,185</u>
<b>LIABILITIES</b>	
Due to other funds	\$ 4,236
Due to other governments	366,090
Due to developers	<u>169,859</u>
Total Liabilities	<u>\$ 540,185</u>

The accompanying notes are an integral part of these financial statements.

## TOWN OF LITCHFIELD, NEW HAMPSHIRE

### Notes to Financial Statements

#### 1. Summary of Significant Accounting Policies

The accounting policies of the Town of Litchfield (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

##### A. Reporting Entity

The Town is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable. In year 2018, it was determined that no entities met the required GASB 14 (as amended) criteria of component units.

##### B. Government-wide and Fund Financial Statements

###### Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

###### Fund Financial Statements

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as is the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers property tax revenues to be available if they are collected within 60 days of the end of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, certain expenditures such as debt service, claims and judgments, compensated absences, OPEB, and pension are recorded only when payment is due.

The Town reports the following major governmental funds:

- The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *fire station capital project fund* reports activities related to the Fire Station construction.

The fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this



method, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

The Town reports the following fiduciary funds:

- The *agency funds* account for fiduciary assets held by the Town in a custodial capacity as an agent on behalf of others. Agency funds report only assets and liabilities, and therefore, have no measurement focus.

D. Cash and Short-Term Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the general fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

E. Investments

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

F. Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the year are referred to as either "due from/to other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans).

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in governmental activities in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost of more than \$10,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated

historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Building improvements	15 - 20
Infrastructure	40
Vehicles and equipment	5 - 20

#### *H. Compensated Absences*

It is the Town's policy to permit employees to accumulate earned but unused vacation pay benefits. All vested vacation pay is accrued when incurred in the government-wide financial statements. A liability for this amount is reported in governmental funds only if it has matured, for example, as a result of employee resignations and retirements.

#### *I. Long-Term Obligations*

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities Statement of Net Position.

#### *J. Fund Equity*

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance - Generally, fund balance represents the difference between the current assets and current liabilities. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

Net Position - Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

**K. Use of Estimates**

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

**2. Stewardship, Compliance, and Accountability**

**A. Budgetary Information**

The Town's budget is originally prepared by the Selectmen's office with the cooperation of the various department heads. It is then submitted to the Budget Committee, in accordance with the Municipal Budget Law. After reviewing the budget, the Committee holds a public hearing for discussion.

The final version of the budget is then submitted for approval at the annual Town Meeting. The approved budget is subsequently reported to the State of New Hampshire on the statement of appropriation form in order to establish the current property tax rate.

The Selectmen cannot increase the total of the approved budget; however, they have the power to reclassify its components when necessary.

**B. Budgetary Basis**

The general fund final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

**C. Budget/GAAP Reconciliation**

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of

the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	<u>Revenues and Other Financing Sources</u>	<u>Expenditures and Other Financing Uses</u>
Revenues/Expenditures (GAAP basis)	\$ 6,775,161	\$ 6,081,212
Other financing sources/uses (GAAP basis)	671	335,818
Subtotal (GAAP Basis)	6,775,832	6,417,030
Adjust tax revenue to accrual basis	31,931	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(135,485)
Add end-of-year appropriation carryforwards from expenditures	-	273,487
To remove capital reserve funds	(980)	(341)
To record use of fund balance	101,940	-
Other timing issues	82,052	(39,022)
Budgetary basis	<u>\$ 6,990,775</u>	<u>\$ 6,515,669</u>

### 3. Cash and Short-Term Investments

*Custodial Credit Risk - Deposits.* Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. RSA 48:16 limits "deposit in any one bank shall not at any time exceed the sum of its paid-up capital and surplus, exception that a Town with a population in excess of 50,000 is authorized to deposit funds in a solvent bank in excess of the paid-up capital surplus of said bank." The Town's policy on custodial credit risk is to ensure prior to deposit that funds be secured by collateral having a market value at least equal to 102% of the amount deposited or invested.

As of December 31, 2018, \$451,979 of the Town's bank balances of \$6,386,487 was exposed to custodial credit risk as uninsured or uncollateralized.

#### 4. Investments

##### A. Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. State law employs the prudent person rule whereby investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments.

All of the Town's investments were exempt from credit risk disclosure.

##### B. Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Town's policy on custodial credit risk is to ensure prior to deposit that funds be secured by collateral having a market value at least equal to 102% of the amount deposited or invested.

##### C. Concentration of Credit Risk

The Town places no limit on the amount the Town may invest in any one issuer. Investments in any one issuer (other than U.S. Treasury securities, government agency securities, and mutual funds) that represent 5% or more of total investments are as follows:

<u>Investment Issuer</u>	<u>Amount</u>	<u>% of Total Investments</u>
Certificates of deposit	\$ 7,008,296	99%

##### D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town's policy on interest rate risk is to schedule maturities to coincide with projected cash flow needs, provided that the term of any investment not exceed 18 months.

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows (in thousands):

Investment Type	Amount	Investment Maturities (in Years)	N/A
		Less Than 1	
Certificates of deposit	\$ 7,008	\$ 7,008	\$ -
Equity mutual funds	93	-	93
Total	\$ 7,101	\$ 7,008	\$ 93

#### E. Fair Value

The Town categorizes its fair value measurements within the fair value hierarchy established by *Governmental Accounting Standards Board Statement No. 72 Fair Value Measurement and Application* (GASB 72). The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All of the Town's investments are classified as Level 1.

### **5. Property Taxes Receivable**

The Town bills property taxes semi-annually, in May and November. Property tax revenues are recognized in the year for which taxes have been levied. Property taxes are due on July 1 and December 1. Delinquent accounts are charged 12% interest. In March of the next year, a lien is recorded on delinquent property at the Registry of Deeds. The Town purchases all the delinquent accounts by paying the delinquent balance, recording costs, and accrued interest. The accounts that are lien by the Town will be reclassified from property taxes receivable to unredeemed tax liens receivable. After this date, delinquent accounts will be charged interest at a rate of 18%. The Town annually budgets amounts (overlay for abatements) for property tax abatements and refunds.

Property taxes receivable at December 31, 2018 consist of the following:

	Gross Amount (fund basis)	Allowance for Doubtful Accounts	Net Amount (accrual basis)
Real estate taxes	\$ 313,567	\$ (31,000)	\$ 282,567
Tax liens	31,798	(3,000)	28,798
Yield taxes	25,000	(3,000)	22,000
Tax deferrals	12,892	(1,000)	11,892
Total property taxes	\$ 383,257	\$ (38,000)	345,257
Less current portion:			(316,459)
Noncurrent taxes receivable			\$ 28,798

### Taxes Collected for Others

The Town collects property taxes for the State of New Hampshire, the Litchfield School District and the County of Hillsborough. Payments to the other taxing units are normally made throughout the year. The ultimate responsibility for the collection of taxes rests with the Town.

## **6. Interfund Fund Accounts**

### **Interfund Fund Receivables/Payables**

Although self-balancing funds are maintained, most transactions flow through the general fund. In order to obtain accountability for each fund, interfund receivable and payable accounts must be utilized. The following is an analysis of the December 31, 2018 balances in interfund receivable and payable accounts:

<u>Fund</u>	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$ 274,321	\$ 20,000
Fire Station Capital Project Fund	-	263,747
Special Revenue Funds	<u>20,000</u>	<u>6,338</u>
Subtotal Governmental Funds	294,321	290,085
Agency Funds	<u>-</u>	<u>4,236</u>
Grand Total	<u>\$ 294,321</u>	<u>\$ 294,321</u>

### **Transfers**

The Town reports interfund transfers between various funds. Most transfers result from budgetary or statutory actions, whereby funds are moved to accomplish various expenditure purposes. The following is an analysis of interfund transfers:

<u>Fund:</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 671	\$ 335,818
Nonmajor Funds:		
Special Revenue Funds	258,318	671
Trust Funds	<u>77,500</u>	<u>-</u>
Subtotal Nonmajor Funds	<u>335,818</u>	<u>671</u>
Grand Total	<u>\$ 336,489</u>	<u>\$ 336,489</u>

Of the transfer out of the general fund, \$247,917 was transferred to the library special revenue fund for operating appropriations. Additionally, \$60,401 was transferred to the Town and library earned time accrual trust funds. The Town's other

routine transfers include transfers made to move (1) unrestricted revenues or balances that have been collected or accumulated in the general fund to other funds based on budgetary authorization, and (2) revenues from a fund that by statute or budgetary authority must collect them to funds that are required by statute or budgetary authority to expend them.

## 7. Capital Assets

Capital asset activity for the year ended December 31, 2018 was as follows (in thousands):

	Beginning <u>Balance</u>	<u>Increases</u>	<u>Decreases</u>	Ending <u>Balance</u>
<b>Governmental Activities:</b>				
Capital assets, being depreciated:				
Buildings and improvements	\$ 2,458	\$ 2,162	\$ (81)	\$ 4,539
Machinery, equipment, and furnishings	2,715	311	(41)	2,985
Infrastructure	<u>37,389</u>	<u>1,258</u>	<u>-</u>	<u>38,647</u>
Total capital assets, being depreciated	42,562	3,731	(122)	46,171
Less accumulated depreciation for:				
Buildings and improvements	(1,254)	(71)	2	(1,323)
Machinery, equipment, and furnishings	(1,964)	(216)	41	(2,139)
Infrastructure	<u>(21,178)</u>	<u>(949)</u>	<u>-</u>	<u>(22,127)</u>
Total accumulated depreciation	<u>(24,396)</u>	<u>(1,236)</u>	<u>43</u>	<u>(25,589)</u>
Total capital assets, being depreciated, net	18,166	2,495	(79)	20,582
Capital assets, not being depreciated:				
Land	<u>4,699</u>	<u>-</u>	<u>-</u>	<u>4,699</u>
Total capital assets, not being depreciated	<u>4,699</u>	<u>-</u>	<u>-</u>	<u>4,699</u>
Governmental activities capital assets, net	<u>\$ 22,865</u>	<u>\$ 2,495</u>	<u>\$ (79)</u>	<u>\$ 25,281</u>

Depreciation expense was charged to functions of the Town as follows (in thousands):

<b>Governmental Activities:</b>	
General government	\$ 39
Public safety	130
Highway	1,004
Culture and recreation	48
Sanitation	<u>15</u>
Total depreciation expense - governmental activities	<u>\$ 1,236</u>



**8. Deferred Outflows of Resources**

Deferred outflows of resources represent the consumption of net position by the Town that are applicable to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets. Deferred outflows of resources related to pensions and OPEB, in accordance with GASB Statements No. 68 and 75, are more fully discussed in the corresponding pension and OPEB notes.

**9. Accounts Payable**

Accounts payable represents 2018 expenditures paid in 2019.

**10. Due to School District**

This represents the balance of the district assessment due to the Litchfield School District for the 2018/2019 school year.

**11. Capital Lease Obligations**

The Town is the lessee of certain equipment under capital and operating leases expiring in various years through 2023. Future minimum lease payments under the capital and operating leases consisted of the following as of December 31, 2018:

<u>Year</u>	<u>Capital Leases</u>
2019	\$ 28,564
2020	28,564
2021	28,564
2022	28,564
2023	<u>28,564</u>
Total minimum lease payments	142,820
Less amounts representing interest	<u>(16,546)</u>
Present Value of Minimum Lease Payments	<u>\$ 126,274</u>

**12. Long-Term Debt**

**A. General Obligation Bonds**

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have

been issued for both governmental activities. General obligation bonds currently outstanding are as follows:

<u>Governmental Activities:</u>	<u>Serial Maturities Through</u>	<u>Interest Rate(s) %</u>	<u>Amount Outstanding as of 12/31/18</u>
Fire Station Bond	08/15/38	3.34%	\$ 3,549,600
Total Governmental Activities:			\$ 3,549,600

**B. Future Debt Service**

The annual payments to retire all general obligation long-term debt outstanding as of December 31, 2018 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 84,600	\$ 174,359	\$ 258,959
2020	115,000	144,428	259,428
2021	125,000	138,563	263,563
2022	130,000	132,188	262,188
2023	135,000	125,558	260,558
2024 - 2028	795,000	516,098	1,311,098
2030-2033	990,000	316,473	1,306,473
2034-2038	1,175,000	133,446	1,308,446
Total	\$ 3,549,600	\$ 1,681,113	\$ 5,230,713

**C. Changes in General Long-Term Liabilities**

During the year ended December 31, 2018, the following changes occurred in long-term liabilities:

	<u>Total Balance 1/1/18</u>	<u>Additions</u>	<u>Reductions</u>	<u>Total Balance 12/31/18</u>	<u>Less Current Portion</u>	<u>Equals Long-Term Portion 12/31/18</u>
<u>Governmental Activities</u>						
Bonds payable	\$ -	\$ 3,549,600	\$ -	\$ 3,549,600	\$ (84,600)	\$ 3,465,000
Net pension liability	4,614,687	-	(202,429)	4,412,258	-	4,412,258
Net OPEB liability	921,450	112,034	-	1,033,484	-	1,033,484
Other:						
Compensated absences	213,324	10,666	(27,307)	196,683	(9,834)	186,849
Capital lease	15,682	154,838	(44,246)	126,274	(23,197)	103,077
Subtotal - other	229,006	165,504	(71,553)	322,957	(33,031)	289,926
Totals	\$ 5,765,143	\$ 3,827,138	\$ (273,982)	\$ 9,318,299	\$ (117,631)	\$ 9,200,668

**13. Deferred Inflows of Resources**

Deferred inflows of resources are the acquisition of net position by the Town that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities. Deferred inflows of resources related to pension and OPEB will be recognized as expense in future years and is more fully described in the corresponding pension and OPEB notes. *Unavailable revenues* are reported in the governmental funds balance sheet in connection with receivables for which revenues are not considered available to liquidate liabilities of the current year.

**14. Governmental Funds - Balances**

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

The following types of fund balances are reported at December 31, 2018:

Nonspendable - Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance classification includes nonmajor governmental fund reserves for the principal portion of permanent trust funds.

Restricted - Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes general fund encumbrances funded by bond issuances, various special revenue funds, and the income portion of permanent trust funds.

Committed - Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision-making authority. This fund balance classification includes general fund encumbrances for non-lapsing, special article appropriations approved at Town Meeting, capital reserve funds set aside by Town Meeting vote for future capital acquisitions and improvements, and various special revenue funds.

Assigned - Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period.

Unassigned - Represents amounts that are available to be spent in future periods.

Following is a breakdown of the Town's fund balances at December 31, 2018:

	General Fund	Fire Station Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable				
Nonexpendable permanent funds	\$ -	\$ -	\$ 38,350	\$ 38,350
Total Nonexpendable	-	-	38,350	38,350
Restricted				
Special Revenue Fund	-	-	1,466,267	1,466,267
Bonded Projects	-	1,643,689	-	1,643,689
Expendable Permanent Funds	-	-	159,609	159,609
Total Restricted	-	1,643,689	1,625,876	3,269,565
Committed				
Capital reserve funds	134,150	-	-	134,150
Capital project funds	-	-	4,522	4,522
Total Committed	134,150	-	4,522	138,672
Assigned				
For encumbrances:				
General government	171,000	-	-	171,000
Public safety	44,545	-	-	44,545
Culture and recreation	17,092	-	-	17,092
Total Assigned	232,637	-	-	232,637
Unassigned				
Unassigned	1,760,775	-	-	1,760,775
Total Unassigned	1,760,775	-	-	1,760,775
Total Fund Balance	\$ 2,127,562	\$ 1,643,689	\$ 1,668,748	\$ 5,439,999

#### 15. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how undesignated fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax rate setting purposes. The major difference is the State of New Hampshire considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

GAAP basis balance	\$ 1,760,775
BTLA liability	402,000
Unavailable revenues	236,881
Tax Rate Setting Balance	\$ 2,399,656

## 16. Retirement System

The Town follows the provisions of *GASB Statement No. 68 Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, with respect to the State of New Hampshire Retirement System (NHRS).

### A. Plan Description

Full-time employees participate in the New Hampshire Retirement System (NHRS), a cost-sharing, multiple-employer defined benefit contributory pension plan and trust established in 1967 by RSA 100-A:2 and qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters, and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including counties, municipalities, and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to *Group I*. Police officers and firefighters belong to *Group II*. All assets are held in a single trust and are available to each group. Additional information is disclosed in the NHRS annual report publicly available from the New Hampshire Retirement System located at 54 Regional Drive, Concord, New Hampshire 03301-8507.

### B. Benefits Provided

Group I benefits are provided based on creditable service and average final salary for the highest of either three or five years, depending on when service commenced.

Group II benefits are provided based on age, years of creditable service, and a benefit multiplier depending on vesting status as of January 1, 2012. The maximum retirement allowance for Group II members vested by January 1, 2012 (45 years of age with 20 years of service or age 60 regardless of years of creditable service) is the average final compensation multiplied by 2.5% multiplied by creditable service. For Group II members not vested by January 1, 2012, the benefit is calculated the same way but the multiplier used in the calculation will change depending on age and years of creditable service, as follows:

<u>Years of creditable service as of January 1, 2012</u>	<u>Minimum Age</u>	<u>Minimum Service</u>	<u>Benefit Multiplier</u>
At least 3 but less than 10 years	46	21	2.4%
At least 6 but less than 8 years	47	22	2.3%
At least 4 but less than 6 years	48	12	2.2%
Less than 4 years	49	24	2.1%

*C. Contributions*

Plan members are required to contribute a percentage of their gross earnings to the pension plan, which the contribution rates are 7% for employees and teachers 11.55% for police and 11.80% for fire. The Town makes annual contributions to the pension plan equal to the amount required by Revised Statutes Annotated 100-A:16, and range from 11.08% to 27.79% of covered compensation. The Town's contributions to NHRS for the year ended December 31, 2018 was \$388,396, which was equal to its annual required contribution.

*D. Summary of Significant Accounting Policies*

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the NHRS and additions to/deductions from NHRS' fiduciary net position have been determined on the same basis as they are reported by NHRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

*E. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At December 31, 2018, the Town reported a liability of \$4,412,258 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Town's proportion was .09163183%.

For the year ended December 31, 2018, the Town recognized pension expense of \$500,477. In addition, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 35,218	\$ 35,726
Changes of assumptions	305,350	-
Net difference between projected and actual investment earnings on pension plan investments	-	102,104
Changes in proportion and differences between contributions and proportionate share of contributions	181,337	81,684
Contributions subsequent to the measurement date	<u>191,224</u>	<u>-</u>
Total	<u>\$ 713,129</u>	<u>\$ 219,514</u>

The amount of \$191,224 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2019	\$ 238,675
2020	190,489
2021	(93,819)
2022	<u>(32,954)</u>
Total	<u>\$ 302,391</u>

#### F. Actuarial Assumptions

The total pension liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.5 percent per year
Salary increases	5.6 percent average, including inflation
Wage inflation	3.25 percent
Investment rate of return	7.25 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the RP-2014 employee generational mortality table for males and females, adjusted for mortality improvements using scale MP-2015, based on the last experience study.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of the most recent actuarial experience study.

The long-term expected rate of return on pension plan investments was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major class are summarized in the following table:

Asset Class	Target Allocation Percentage	Weighted Average Long-Term Expected Real Rate of Return
Large Cap Equities	22.50 %	4.25%
Small/Mid Cap Equities	7.50	4.50%
Total domestic equities	30.00	
Int'l Equities (unhedged)	13.00	4.75%
Emerging Int'l Equities	7.00	6.25%
Total international equities	20.00	
Core Bonds	5.00	0.64%
Short Duration	2.00	-0.25%
Global Multi-Sector Fixed Income	11.00	1.71%
Absolute Return Fixed Income	7.00	1.08%
Total fixed income	25.00	
Private equity	5.00	6.25%
Private debt	5.00	4.75%
Opportunistic	5.00	3.68%
Total alternative investments	15.00	
Real estate	10.00	3.25%
Total	100.00 %	

#### G. Discount Rate

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that the plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. For purposes of the projection, member contributions and employer service cost contributions are projected based on the expected payroll of current members only. Employer contributions are determined based on the pension plan's actuarial funding policy and as required by RSA 100-A:16. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan mem-



bers. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*H. Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 7.25%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.25%) or 1 percentage-point higher (8.25%) than the current rate:

1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
\$ 5,870,546	\$ 4,412,258	\$ 3,190,169

*I. Pension Plan Fiduciary Net Position*

Detailed information about the pension plan's fiduciary net position is available in the separately issued NHRS financial report.

**17. Other Post-Employment Benefits (GASB 75)**

*GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replaces the requirements of *Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. This Statement identifies the methods and assumptions that are required to be used to project benefit payments, discounted projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

*A. Town OPEB Plan*

All the following OPEB disclosures are based on a measurement date of December 31, 2018.

*General Information about the OPEB Plan*

Plan Description

The Town indirectly provides post-employment healthcare for retired employees through an implicit rate covered by current employees. Retirees of the Town

who participate in this single-employer plan pay 100% of the healthcare premiums to participate in the Town's healthcare program. Since they are included in the same pool as active employees, the insurance rates are implicitly higher for current employees due to the age consideration. This increased rate is an implicit subsidy the Town pays for the retirees.

The Town's OPEB plan is not administered through a trust that meets the criteria in paragraph 4 of GASB 75.

#### Benefits Provided

The Town provides medical and prescription drug insurance to retirees and their covered dependents. All active employees who retire from the Town and meet the eligibility criteria will receive these benefits.

#### Plan Membership

At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries	
currently receiving benefit payments	1
Active employees	<u>18</u>
Total	<u>19</u>

#### Actuarial Assumptions and Other Inputs

The total OPEB liability was determined using the alternative method as of December 31, 2018, in accordance with the parameters of GASB Statement No. 75. Alternative measurement method valuations of an ongoing plan are allowed for a sole employer with fewer than one hundred total plan members and involve estimates of the value of reported amount and assumptions about the probability of occurrence of events far into the future, similar to broad measurement steps as would be used by an actuarial valuation for plans whose members exceed one hundred. Examples include assumptions about future employment, mortality, and the healthcare cost trend. The alternative measurement method used the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	3.25%, average, including inflation
Discount rate	3.71%
Healthcare cost trend rates	8.50% for 2018, fluctuating .50%, to an ultimate rate of 4.50% as of 2026 and later years
Retirees' share of benefit-related costs	100%

The discount rate was based on the Fidelity General Obligation AA 20 Year Bond at December 31, 2018.

Mortality rates were based on the mortality tables at the National Center for Health Statistics. The 2014 United States Life Tables for Males and Females were used.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of the most recent actuarial experience study.

#### Discount Rate

The discount rate used to measure the total OPEB liability was 3.71%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate.

#### Total OPEB Liability

The Town's total OPEB liability of \$497,800 was measured as of December 31, 2018, and was determined by the alternative method.

#### Changes in the Total OPEB Liability

	Total OPEB Liability
Balances, beginning of year	\$ 552,878
Changes for the year:	
Service cost	58,162
Interest	18,468
Changes in assumptions or other inputs	(80,833)
Benefit payments	<u>(50,875)</u>
Net Changes	<u>(55,078)</u>
Balances, end of year	\$ <u>497,800</u>

Changes of assumptions and other inputs reflect a change in the discount rate from 3.31% in 2017 to 3.71% in 2018. All other assumptions were the same as those used in the previous measurement.

#### Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one

percentage-point lower or one percentage-point higher than the current discount rate:

1% Decrease	Current Discount Rate	1% Increase
\$ 640,059	\$ 497,800	\$ 391,359

*Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates*

The following presents the total OPEB liability, as well as what the total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

1% Decrease	Current Healthcare Cost Trend Rates	1% Increase
\$ 467,990	\$ 497,800	\$ 529,708

*OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB*

For the year ended December 31, 2018, the Town recognized an OPEB expense of \$52,680. At December 31, 2018, the Town did not have any deferred outflows or inflows of resources related to the Total OPEB liability.

*B. New Hampshire Retirement System Medical Subsidy Plan Description*

*General Information about the OPEB Plan*

*Plan Description*

In addition to the OPEB plan discussed above, the Town participates in the New Hampshire Retirement System (NHRS) Medical Subsidy. The NHRS administers a cost-sharing, multiple-employer other post-employment benefit plan (OPEB Plan) for retiree health insurance subsidies. Benefit amounts and eligibility requirements are set by state law, and members are designated by type. The four membership types are Group II Police Officer and Firefighters, Group I Teachers, Group I Political Subdivision Employees and Group I State Employees. Collectively, they are referred to as the OPEB Plan.

1 Person - \$375.56
2 Person - \$751.12
1 Person Medicare Supplement - \$236.84
2 person Medicare Supplement - \$473.68

#### Actuarial Assumptions and Other Inputs

The Town's proportionate share of the NHRS Medical Subsidy as of December 31, 2018 is based upon an actuarial valuation performed as of June 30, 2017 (rolled forward to June 30, 2018) using a measurement date of June 30, 2018. The actuarial valuation used the following actuarial assumptions:

Price inflation	2.50%
Wage inflation	3.25%
Salary increases	5.60%
Investment rate of return	7.25%
Discount rate	7.25%

Mortality rates were based on the RP-2014 healthy annuitant and employee generational mortality tables for males and females with credibility adjustments, adjusted for fully generational mortality improvements using scale MP-2015, based on the last experience study.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of the most recent experience study, which was for the period July 1, 2010 – June 30, 2015.

#### Net OPEB Liability, Expense, and Deferred Outflows and Inflows

The Town's proportionate share of the net NHRS Medical Subsidy (net OPEB liability) as of the measurement date of June 30, 2018 was \$535,684.

For the year ended December 31, 2018, the Town recognized an OPEB expense related to the NHRS Medical Subsidy of \$183,336. At December 31, 2018, the Town reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Difference between expected and actual experience	\$ 3,144	\$ -
Changes in proportion	35,415	-
Net difference between projected and actual OPEB investment earnings	-	1,702
Contributions subsequent to the measurement date	<u>25,642</u>	<u>-</u>
Total	<u>\$ 64,201</u>	<u>\$ 1,702</u>

The \$25,642 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the net OPEB liability in the year ending December 31, 2019.

Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended June 30:</u>	
2019	\$ 38,028
2020	(531)
2021	(531)
2022	<u>(109)</u>
Total	\$ <u>36,857</u>

*Sensitivity of the Net NHRS Medical Subsidy OPEB Liability to Changes in the Discount Rate*

The following presents the net OPEB liability, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
\$ 557,542	\$ 535,684	\$ 474,455

*C. Consolidation of Total/Net OPEB Liabilities and Related Deferred Outflows and Inflows*

The following consolidates the Town's total OPEB liability and related deferred outflows/inflows, and the Town's proportionate share of the NHRS Medical Subsidy net OPEB liability and related deferred outflows/inflows at December 31, 2018:

	<u>Total/Net OPEB Liability</u>	<u>Total Deferred Outflows of Resources</u>	<u>Total Deferred Inflows of Resources</u>
Town OPEB Plan	\$ 497,800	\$ -	\$ -
Proportionate share of NHRS Medical Subsidy Plan	<u>535,684</u>	<u>64,201</u>	<u>1,702</u>
Total	\$ <u>1,033,484</u>	\$ <u>64,201</u>	\$ <u>1,702</u>

**18. Commitments and Contingencies**

Outstanding Legal Issues - On an ongoing basis, there are typically pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of these issues would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

**19. Beginning Net Position Restatement**

The beginning (January 1, 2018) net position of the Town has been restated as follows:

Government-Wide Financial Statements:

	Governmental Activities
As previously reported	\$ 22,423,756
Implementation of GASB 75 OPEB	<u>(894,808)</u>
As restated	<u>\$ 21,528,948</u>

**TOWN OF LITCHFIELD, NEW HAMPSHIRE**  
**SCHEDULE OF PROPORTIONATE SHARE (GASB 68)**  
**OF THE NET PENSION LIABILITY**

**DECEMBER 31, 2018**  
(Unaudited)

New Hampshire Retirement System						
<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Total Pension Liability</u>
December 31, 2018	June 30, 2018	0.0916%	\$4,412,258	\$ 1,901,692	232.02%	64.73%
December 31, 2017	June 30, 2017	0.0938%	\$4,614,687	\$ 1,845,191	250.09%	62.70%
December 31, 2016	June 30, 2016	0.0926%	\$4,923,838	\$ 1,796,395	274.10%	58.30%
December 31, 2015	June 30, 2015	0.0839%	\$3,325,930	\$ 1,593,643	208.70%	65.47%

*Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.*

See Independent Auditors' Report.



**TOWN OF LITCHFIELD, NEW HAMPSHIRE  
SCHEDULE OF PENSION CONTRIBUTIONS (GASB 68)**

**DECEMBER 31, 2018  
(Unaudited)**

New Hampshire Retirement System						
<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Contractually Required Contribution</u>	<u>Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
December 31, 2018	June 30, 2018	\$ 388,396	\$ (388,396)	\$ -	\$ 1,901,692	20.42%
December 31, 2017	June 30, 2017	\$ 360,477	\$ (360,477)	\$ -	\$ 1,845,191	19.54%
December 31, 2016	June 30, 2016	\$ 335,919	\$ (335,919)	\$ -	\$ 1,796,395	18.70%
December 31, 2015	June 30, 2015	\$ 347,718	\$ (347,718)	\$ -	\$ 1,593,643	21.82%

*Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.*

See Independent Auditors' Report.

**TOWN OF LITCHFIELD, NEW HAMPSHIRE**  
**SCHEDULE OF PROPORTIONATE SHARE**  
**OF THE NET OPEB LIABILITY (GASB 75)**  
**DECEMBER 31, 2018**  
**(Unaudited)**

New Hampshire Retirement System Medical Subsidy						
<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net OPEB Liability</u>	<u>Proportionate Share of the Net OPEB Liability</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net OPEB Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Net OPEB Liability</u>
December 31, 2018	June 30, 2018	0.1170%	\$535,684	\$ 1,901,692	28.17%	7.53%
December 31, 2017	June 30, 2017	0.0806%	\$368,572	\$ 1,845,191	19.97%	7.91%

*Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.*

See Independent Auditors' Report.

**TOWN OF LITCHFIELD, NEW HAMPSHIRE  
OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

**Schedules of Changes in the Total OPEB Liability and Contributions (GASB 75)**

(Unaudited)

	<u>2018</u>
<b>Total OPEB liability</b>	
Service cost	\$ 58,162
Interest on unfunded liability - time value of \$	18,468
Changes of assumptions	(80,833)
Benefit payments, including refunds of member contributions	<u>(50,875)</u>
Net change in total OPEB liability	(55,078)
Total OPEB liability - beginning	<u>552,878</u>
<b>Total OPEB liability - ending</b>	<b><u>\$ 497,800</u></b>

Does not include New Hampshire Retirement System Medical Subsidy.

**Schedule of Contributions**

	<u>2018</u>
Actuarially determined contribution	\$ Not provided
Contributions in relation to the actuarially determined contribution	<u>*16,062</u>
Contribution deficiency (excess)	<u>\$ N/A</u>

\*The Actuarially Determined Contribution includes only the implicit subsidy and not an amount required to fully fund the Plan over time.

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

## 2019 TAX RATE CALCULATION

**TOWN/CITY:** LITCHFIELD

Gross Appropriations	7,010,862
Less: Revenues	-2,635,517
Add: Overlay (RSA 76:6)	60,251
War Service Credits	136,702

Net Town Appropriation	4,382,298
Special Adjustment	0

Approved Town/City Tax Effort	4,382,298
-------------------------------	-----------

**TOWN  
RATE 4.80**

### SCHOOL PORTION

Net Local School Budget: Gross Approp-Revenue		21,592,136
Regional School Apportionment		0
Less: Education Grant		-5,551,370

Education Tax (from below)	-2,005,996
Approved School(s) Tax Effort	14,034,770

**LOCAL  
SCHOOL  
RATE 15.35**

### EDUCATION TAX

Equalized Valuation (no utilities) x		
		1,918,836
859,599,601		

**STATE  
SCHOOL  
RATE 2.30**

### COUNTY PORTION

Due to County	1,098,051
---------------	-----------

Approved County Tax Effort	1,098,051
----------------------------	-----------

**COUNTY  
RATE 1.20**

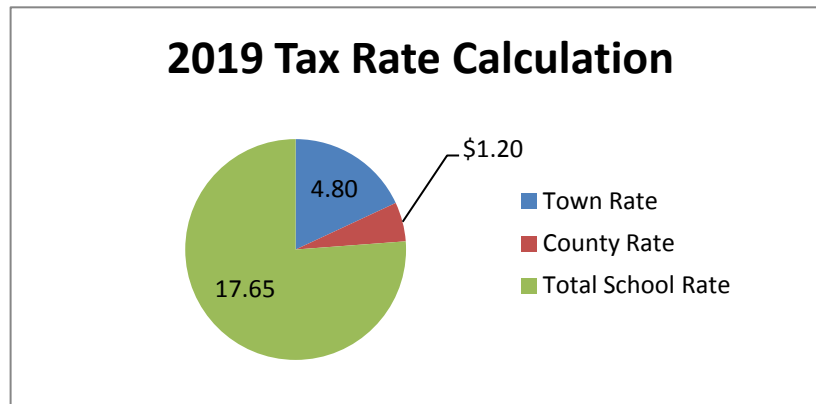
Total Property Taxes Assessed	21,521,115	<b>TOTAL RATE 23.65</b>
Less: War Service Credits	-136,702	
Add: Village District Commitment(s)	0	
<b>Total Property Tax Commitment</b>	<b>21,384,413</b>	

### PROOF OF RATE

Local Assessed Valuation		Tax Rate	Assessment
Education Tax (no utilities)	870,554,017	2.30	2,005,996
All Other Taxes	914,231,417	21.35	19,515,119
			21,521,115

## 2016-2019 TAX RATE CALCULATION

2019 TAX RATE CALCULATION	
Town Rate	\$4.80
County Rate	\$1.20
Total School Rate	\$17.65
<b>Total Rate</b>	<b>\$23.65</b>



2018 TAX RATE CALCULATION	
Town Rate	\$4.66
County Rate	\$1.27
Total School Rate	\$17.38
<b>Total Rate</b>	<b>\$23.31</b>

2017 TAX RATE CALCULATION	
Town Rate	\$4.32
County Rate	\$1.26
Total School Rate	\$16.91
<b>Total Rate</b>	<b>\$22.49</b>

2016 TAX RATE CALCULATION	
Town Rate	\$4.04
County Rate	\$1.23
Total School Rate	\$16.33
<b>Total Rate</b>	<b>\$21.60</b>

## 2019 SUMMARY OF INVENTORY

### VALUE OF LAND ONLY:

Current Use	\$ 321,517.	
Residential Land	514,865,800.	
Commercial/Industrial	<u>30,145,100.</u>	
Total of Taxable Land		<b>325,035,917</b>
Tax Exempt and Non-Taxable Land		17,954,500

### VALUE OF BUILDINGS ONLY:

Residential	\$ 514,865,800	
Manufactured Housing	4,293,100	
Commercial/Industrial	<u>30,145,100</u>	
Total of Taxable Buildings		<b>549,304,000</b>
Tax Exempt and Non-Taxable Buildings		29,240,500

### UTILITIES

43,677,400

### TOTAL VALUATION BEFORE EXEMPTIONS

**918,017,317**

Improvements to Assist Persons w/ Disabilities

0.00

### MODIFIED ASSESSED VALUATION OF ALL PROPERTIES

**\$ 918,017,317**

Blind Exemptions:	\$ 45,000
Elderly Exemptions:	<u>3,740,900</u>

### TOTAL EXEMPTIONS

**\$3,785,900**

### NET VALUATION ON WHICH THE TAX RATE IS for Municipal, County and Local

**\$ 914,231,417**

Less Utilities:

43,677,400

### NET VALUATION WITHOUT UTILITIES ON WHICH TAX RATE FOR STATE EDUCATION TAX IS COMPUTED

**\$ 870,554,017**

TOWN OF LITCHFIELD IMPACT SUMMARY						
MUNICIPAL IMPACT FEE						
Use or Return Date: December 28, 2022						
Collected	Map	Lot	Date	Amount		
Stabile Homes LLC	2	88-10	1/15/19	\$364.70		
Stabile Homes LLC	2	88-3	2/4/19	\$364.70		
S&L Projects	22	21	2/12/19	\$5,797.12		
Stabile Homes LLC	2	88-15	3/18/19	\$274.12		
Stabile Homes LLC	2	88-11	4/23/19	\$379.40		
Stabile Homes LLC	2	88-33	5/30/19	\$364.70		
Stabile Homes LLC	2	88-8	7/18/19	\$300.30		
Stabile Homes LLC	2	88-22	8/16/19	\$300.30		
Stabile Homes LLC	5	265	9/19/19	\$388.64		
Stabile Homes LLC	2	88-28	10/15/19	\$417.48		
Stabile Homes LLC	2	88-30	10/29/19	\$362.18		
Rene Theroux	15	6-2	11/7/19	\$47.28		
Stabile Homes LLC	2	88-7	11/8/19	\$388.64		
Leonard Vigeant	1	2	11/14/19	\$540.82		
Stabile Homes LLC	2	88-31	12/3/19	\$274.12		
<b>Total Collected 2019</b>					<b>\$10,564.50</b>	
<b>Interest 2019</b>					<b>\$204.80</b>	
<b>Total Fund Balance Dec 31, 2019</b>					<b>\$21,529.55</b>	

RECREATION IMPACT FEE						
Use or Return Date: August 11, 2022						
Collected	Map	Lot	Date	Amount		
Stabile Homes LLC	2	88-10	1/15/19	\$1,615.10		
Stabile Homes LLC	2	88-3	2/4/19	\$1,615.10		
Stabile Homes LLC	2	88-15	3/18/19	\$1,213.96		
Stabile Homes LLC	2	88-11	4/23/19	\$1,680.20		
Stabile Homes LLC	2	88-33	5/30/19	\$1,615.10		
Stabile Homes LLC	2	88-8	7/18/19	\$1,329.90		
Stabile Homes LLC	2	88-22	8/16/19	\$1,329.90		
Stabile Homes LLC	5	265	9/19/19	\$1,721.12		
Stabile Homes LLC	2	88-28	10/15/19	\$1,848.84		
Stabile Homes LLC	2	88-30	10/29/19	\$1,603.94		
Rene Theroux	15	6-2	11/7/19	\$1,631.16		
Stabile Homes LLC	2	88-7	11/8/19	\$1,721.12		
Leonard Vigeant	1	2	11/14/19	\$2,395.06		
Stabile Homes LLC	2	88-31	12/3/19	\$1,213.96		
<b>Revenue Collected 2019</b>					<b>\$22,534.46</b>	
<b>Interest 2019</b>					<b>\$810.14</b>	
<b>Total Fund Balance Dec 31, 2019</b>					<b>\$84,600.04</b>	

MIDDLE SCHOOL IMPACT FEE						
Use or Return Date: July 12, 2023						
Collected	Map	Lot	Date	Amount		
Stabile Homes LLC	2	88-10	1/15/19	\$3,099.95		
Stabile Homes LLC	2	88-3	2/4/19	\$3,099.95		
Stabile Homes LLC	2	88-15	3/18/19	\$2,330.02		
Stabile Homes LLC	2	88-11	4/23/19	\$3,224.90		
Stabile Homes LLC	2	88-33	5/30/19	\$3,099.95		
Stabile Homes LLC	2	88-8	7/18/19	\$2,552.55		
Stabile Homes LLC	2	88-22	8/16/19	\$2,552.55		
Stabile Homes LLC	5	265	9/19/19	\$3,303.44		
Stabile Homes LLC	2	88-28	10/15/19	\$3,548.58		
Stabile Homes LLC	2	88-30	10/29/19	\$3,078.53		
Stabile Homes LLC	2	88-7	11/8/19	\$3,303.44		
Leonard Vigeant	1	2	11/14/19	\$4,596.97		
Stabile Homes LLC	2	88-31	12/3/19	\$2,330.02		
<b>Revenue Collected 2019</b>						<b>\$40,120.85</b>
<b>Interest 2019</b>						<b>\$974.21</b>
<b>Total Fund Balance Dec 31, 2019</b>						<b>\$109,298.67</b>

ELEMENTARY IMPACT FEE						
Use or Return Date: September 12, 2024						
Collected	Map	Lot	Date	Amount		
Rene Theroux	15	6-2	11/7/19	\$2,765.88		
<b>Revenue Collected 2019</b>						<b>\$2,765.88</b>
<b>Interest 2019</b>						<b>\$122.13</b>
<b>Total Fund Balance Dec 31, 2019</b>						<b>\$15,831.03</b>

TOWN OF LITCHFIELD IMPACT SUMMARY					
POLICE IMPACT FEE					
Use or Return Date: June 13, 2023					
Collected	Map	Lot	Date	Amount	
Stabile Homes LLC	2	88-10	1/15/19	\$494.95	
Stabile Homes LLC	2	88-3	2/4/19	\$494.95	
S&L Projects	22	21	2/12/19	\$3,260.88	
Stabile Homes LLC	2	88-15	3/18/19	\$372.02	
Stabile Homes LLC	2	88-11	4/23/19	\$514.90	
Stabile Homes LLC	2	88-33	5/30/19	\$494.95	
Stabile Homes LLC	2	88-8	7/18/19	\$407.55	
Stabile Homes LLC	2	88-22	8/16/19	\$407.55	
Stabile Homes LLC	5	265	9/19/19	\$527.44	
Stabile Homes LLC	2	88-28	10/15/19	\$566.58	
Stabile Homes LLC	2	88-30	10/29/19	\$491.53	
Rene Theroux	15	6-2	11/7/19	\$118.20	
Stabile Homes LLC	2	88-7	11/8/19	\$527.44	
Leonard Vigeant	1	2	11/14/19	\$733.97	
Stabile Homes LLC	2	88-31	12/3/19	372.02	
Revenue Collected 2019					\$9,784.93
Interest 2019					\$224.47
Total Fund Balance Dec 31, 2019					\$23,985.65

FIRE IMPACT FEE					
Use or Return Date: MARCH 18,2025					
Collected	Map	Lot	Date	Amount	
Stabile Homes LLC	2	88-10	1/15/19	\$1,354.60	
Stabile Homes LLC	2	88-3	2/4/19	\$1,354.60	
S&L Projects	22	21	2/12/19	\$8,333.36	
Stabile Homes LLC	2	88-15	3/18/19	\$1,018.16	
Stabile Homes LLC	2	88-11	4/23/19	\$1,409.20	
Stabile Homes LLC	2	88-33	5/30/19	\$1,354.60	
Stabile Homes LLC	2	88-8	7/18/19	\$1,115.40	
Stabile Homes LLC	2	88-22	8/16/19	\$1,115.40	
Stabile Homes LLC	5	265	9/19/19	\$1,443.52	
Stabile Homes LLC	2	88-28	10/15/19	\$1,550.64	
Stabile Homes LLC	2	88-30	10/29/19	\$1,345.24	
Rene Theroux	15	6-2	11/7/19	\$189.12	
Stabile Homes LLC	2	88-7	11/8/19	\$1,443.52	
Leonard Vigeant	1	2	11/14/19	\$2,008.76	
Stabile Homes LLC	2	88-31	12/3/19	\$1,018.16	
Revenue Collected 2019					\$26,054.28
Interest 2019					\$104.17
Expended in 2019 Funds Collected between 2/8/18-2/12/19					
IT New Fire Station					\$16,076.38
Total Fund Balance Dec 31, 2019					\$16,688.13

ROAD IMPACT FEE					
Use or Return Date: April 23, 2025					
Collected	Map	Lot	Date	Amount	
Stabile Homes LLC	2	88-10	1/15/19	\$2,240.30	
Stabile Homes LLC	2	88-3	2/4/19	\$2,240.30	
S&L Projects	22	21	2/12/19	\$21,014.56	
Stabile Homes LLC	2	88-15	3/18/19	\$1,683.88	
Stabile Homes LLC	2	88-11	4/23/19	\$2,330.60	
Stabile Homes LLC	2	88-33	5/30/19	\$2,240.30	
Stabile Homes LLC	2	88-8	7/18/19	\$1,844.70	
Stabile Homes LLC	2	88-22	8/16/19	\$1,844.70	
Stabile Homes LLC	5	265	9/19/19	\$2,387.36	
Stabile Homes LLC	2	88-28	10/15/19	\$2,564.52	
Stabile Homes LLC	2	88-30	10/29/19	\$2,224.82	
Rene Theroux	15	6-2	11/7/19	\$1,520.02	
Stabile Homes LLC	2	88-7	11/8/19	\$2,387.36	
Leonard Vigeant	1	2	11/14/19	\$3,322.18	
Stabile Homes LLC	2	88-31	12/3/19	1,683.88	
Revenue Collected 2019					\$51,529.48
Interest 2019					\$493.25
Expended in 2019 Funds Collected between 11/15/17-3/18/19					
Continental Paving					\$89,935.47
Total Fund Balance Dec 31, 2019					\$24,698.35



LIBRARY IMPACT FEE						
Use or Return Date: September 23, 2015						
Collected	Map	Lot	Date	Amount		
Stabile Homes LLC	2	88-10	1/15/19	\$494.95		
Stabile Homes LLC	2	88-3	2/4/19	\$494.95		
Stabile Homes LLC	2	88-15	3/18/19	\$372.02		
Stabile Homes LLC	2	88-11	4/23/19	\$514.90		
Stabile Homes LLC	2	88-33	5/30/19	\$494.95		
Stabile Homes LLC	2	88-8	7/18/19	\$407.55		
Stabile Homes LLC	2	88-22	8/16/19	\$407.55		
Stabile Homes LLC	5	265	9/19/19	\$527.44		
Stabile Homes LLC	2	88-28	10/15/19	\$566.58		
Stabile Homes LLC	2	88-30	10/29/19	\$491.53		
Rene Theroux	15	6/2/20	11/7/19	\$165.48		
Stabile Homes LLC	2	88-7	11/8/19	\$527.44		
Leonard Vigeant	1	2	11/14/19	\$733.97		
Stabile Homes LLC	2	88-31	12/3/19	\$372.02		
Revenue Collected 2019					\$6,571.33	
Interest 2019					\$403.28	
Expended in 2019 Funds Collected between 11/13/12-10/15/13						
Douglas Hume			1/10/19	95.84	Refund	
Brian Dodge			12/6/19	68.05	Refund	
Richard Lannan			12/6/19	68.05	Refund	
Monogram Investments(Nicole Alward)			12/27/19	138.01	Refund	
Total Expended 2019					\$369.95	
Total Fund Balance Dec 31, 2019					\$38,886.07	

CAMPBELL HS IMPACT FEE						
Use or Return Date: September 10, 2016						
Collected	Map	Lot	Date	Amount		
Stabile Homes LLC	2	88-10	1/15/19	\$2,969.70		
Stabile Homes LLC	2	88-3	2/4/19	\$2,969.70		
Stabile Homes LLC	2	88-15	3/18/19	\$2,232.12		
Stabile Homes LLC	2	88-11	4/23/19	\$3,089.40		
Stabile Homes LLC	2	88-33	5/30/19	\$2,969.70		
Stabile Homes LLC	2	88-8	7/18/19	\$2,445.30		
Stabile Homes LLC	2	88-22	8/16/19	\$2,445.30		
Stabile Homes LLC	5	265	9/19/19	\$3,164.64		
Stabile Homes LLC	2	88-28	10/15/19	\$3,399.48		
Stabile Homes LLC	2	88-30	10/29/19	\$2,949.18		
Rene Theroux	15	6/2/20	11/7/19	\$2,765.88		
Stabile Homes LLC	2	88-7	11/8/19	\$3,164.64		
Leonard Vigeant	1	2	11/14/19	\$4,403.82		
Stabile Homes LLC	2	88-31	12/3/19	\$2,232.12		
Revenue Collected 2019						\$41,200.98
Interest 2019						\$2,361.78
Expended in 2019 Funds Collected between 11/13/12-10/15/13						
Douglas Hume			1/10/19	1936.01	Refund	
Brian Dodge			12/6/19	1360.79	Refund	
Richard Lannan			12/6/19	1360.79	Refund	
Monogram Investments(Nicole Alward)			12/27/19	2764.06	Refund	
Total Expended 2019						\$7,421.65
Total Fund Balance Dec 31, 2019						\$225,303.84

## SCHEDULE OF TOWN PROPERTY

Map - Lot	Location	Acres	Land	Building	Total
01 - 78	24 Amsterdam Circle	1.10	40,800	0	40,800
01 - 79	26 Amsterdam Circle	1.01	40,400	0	40,400
01 - 80	25 Amsterdam Circle	1.10	40,800	0	40,800
01 - 92	22 Amsterdam Circle	1.35	41,600	0	41,600
02 - 106	7 Rotterdam Drive	1.00	123,400	0	123,400
02 - 107	9 Rotterdam Drive	1.10	123,800	0	123,800
02 - 110	10 Rotterdam Drive	1.10	123,800	0	123,800
02 - 111	8 Rotterdam Drive	1.10	117,600	0	117,600
02 - 115	15 Amsterdam Circle	1.10	123,800	0	123,800
02 - 128	27 Cutler Road	4.11	116,900	0	116,900
02 - 132	18 Amsterdam Circle	1.35	41,600	0	41,600
02 - 133	46 Cutler Road	7.06	126,700	0	126,700
02 - 43	286 Derry Road	0.28	500	0	500
02 - 83	31 Cutler Road	0.99	10,600	0	10,600
02 - 87	51 Cutler Road	4.20	181,300	0	181,300
02 - 120	14 Amsterdam Circle	2.43	128,400	0	128,400
04 - 32	111 Page Road	21.60	152,300	0	152,300
05 - 133	12 Cranberry Lane	1.50	92,900	0	92,900
05 - 136	8 Cranberry Lane	1.01	117,200	0	117,200
05 - 142	57 Page Road	1.00	61,700	0	61,700
05 - 144	60 Page Road	0.16	7,200	0	7,200
05 - 147	Albuquerque Ave	0.96	94,900	0	94,900
05 - 150	9 Albuquerque Ave	12.25	133,600	0	133,600
05 - 237	BL3 Page Road	8.00	13,300	0	13,300
05 - 196	75 Page Road	8.00	268,600	0	268,600
05 - 274	OFF Albuquerque Ave	21.60	156,200		156,200
07 - 119	2 Grouse Lane	1.41	126,300	20,800	147,100
07 - 121	4 Wood Hawk Way	12.12	367,500	224,000	588,500
07 - 124	BL 19 Birch St.	17.00	13,400	0	13,400
07 - 62	81 Talent Road	4.10	122,500	0	122,500
07 - 64	83 Talent Road	6.77	160,700	0	160,700
07 - 06	21 Birch St.	6.00	102,100	0	102,100
07 - 07	22 Birch St.	4.00	14,200		14,200
07 - 59	25 Campbell Drive	17.10	25,000		25,000
07 - 125	BL17 Birch	26.50	40,500		40,500
07 - 126	BL15 Birch	14.00	33,500		33,500
08 - 02	17 Foxwood lane	25.73	130,300	0	130,300
08 - 129	4 Grouse Lane	1.78	128,900	13,000	141,900
08 - 130	6 Grouse Lane	1.57	177,400	0	177,400
08 - 95	26 Wood Hawk Way	1.34	118,400	0	118,400
09 - 18	210 Charles Bancroft Hwy	2.09	84,300	0	84,300

Map - Lot	Location	Acres	Land	Building	Total
09 - 21	211 Charles Bancroft Hwy	12.23	219,900	0	219,900
09 - 30	17 Pinecrest Raod	5.20	129,800	0	129,800
09 - 32	19.5 Pinecrest Road	1.10	106,900	0	106,900
09 - 42	13.5 Brick Yard Drive	4.70	119,900	5,700	125,600
09 - 74	11 McElwain Drive	0.91	11,400	0	11,400
10 - 60	23.5 Nesenkeag Drive	3.11	111,900	0	111,900
11 - 10	BL129 Wren Street	5.47	18,200	0	18,200
11 - 15	BL149 Pinecrest Road	16.00	37,900	0	37,900
12 - 12	250 Charles Bancroft Hwy	8.80	223,700	0	223,700
12 - 14	255/7 Charles Bancroft Hwy	2.10	151,400	572,100	723,500
12 - 18	264 Charles Bancroft Hwy	1.80	119,800	0	119,800
12 - 19	268 Charles Bancroft Hwy	0.40	8,400	0	8,400
12 - 22	269 Charles Bancroft Hwy	1.70	157,400	318,400	475,800
12 - 22A	269A Charles Bancroft Hwy	0.26	7,200	0	7,200
12 - 23	275 Charles Bancroft Hwy	15.70	217,100	0	217,100
12 - 25	B273 Albuquerque Ave	51.10	299,300	0	299,300
12 - 33	258 Charles Bancroft Hwy	0.84	19,200	0	19,200
13 - 10	9A Nathan Drive	3.00	123,200	0	123,200
13 - 51	BL13 Muscovy Drive	4.20	13,200	0	13,200
13 - 54	BL12 Muscovy Drive	3.86	6,400	0	6,400
13 - 6	9B Nathan Drive	3.67	6,100	0	6,100
13 - 60	Albuquerque Ave	8.70	118,700	0	118,700
13 - 70	4 Greenwich Road	21.12	134,600	0	134,600
13 - 86	1 Carlisle Drive	0.32	8,300	0	8,300
14 - 21	143 Pinecrest Road	5.65	203,300	0	203,300
14 - 36	27 Locke Mill Drive	43.07	214,700	0	214,700
14 - 48	5 Hillcrest Road	6.80	93,700	0	93,700
14 - 49	9 Rookery Way	19.00	125,800	0	125,800
14 - 66	Hillcrest Road	32.50	214,900	0	214,900
14 - 67	24 Hillcrest Road	25.39	33,000	0	33,000
14 -125	BL11 Evergreen Circle	18.50	113,800	0	113,800
14 -138	49 Tanager Way	0.93	135,900	0	135,900
15 - 10	321 Charles Bancroft Hwy	0.97	111,300	0	111,300
15 - 22	296 Charles Bancroft Hwy	13.62	462,200	0	462,200
15 - 28	151 Hillcrest Road	35.35	343,000	171,700	640,100
15 - 30	155 Hillcrest Road	2.51	108,800		108,800
15 - 31	152 Hillcrest Road	2.80	121,400	0	121,400
16 - 09	BL119 Hillcrest Road	19.56	57,900	0	57,900
16 - 42	2 Liberty Way	20.50	1,801,400	805,400	2,606,800
17 - 02	BL41 Heron Drive	21.00	189,800	0	189,800
17 - 04	BL98 Hillcrest Road	23.46	68,700	0	68,700
17 - 05	BL55 Aldrich Street	55.50	229,300	0	229,300
17 - 10	27 Colonial Drive	52.90	152,800	0	152,800
17 - 38	BL138 Tanager Way	1.34	4,400	0	4,400
18 - 134	17 Sybil Lane	1.32	13,400	0	13,400
18 - 136	15 Sybil Lane	1.06	12,500	0	12,500

Map – Lot	Location	Acres	Land	Building	Total
18 - 137	13 Sybil Lane	1.09	12,600	0	12,600
18 - 150	25 Garden Drive	0.29	8,300	0	8,300
18 - 79	2 Pearson Street	2.76	125,800	33,600	159,400
19 - 101	BL123 Aldrich Street	15.00	140,400	0	140,400
19 - 132	16 Nesmith Court	4.70	14,900	0	14,900
19 - 142	17 Garden Drive	2.77	12,900	0	12,900
19 - 244	58 Brenton Street	34.77	200,300	0	200,300
19 - 245	85 Brenton Street	17.47	118,200	0	118,200
19 - 77	56 Century Lane	1.92	12,000	0	12,000
19 -102	55 Brenton Street	9.31	19,200	0	19,200
20 - 117	9 Sybil Lane	1.04	12,400	0	12,400
20 - 44	13 Jeff Lane	1.09	123,700	8,900	132,600
20 - 45	15 Jeff Lane	1.09	123,700	12,400	136,100
20 - 46	17 Jeff Lane	1.09	119,900	8,800	128,700
20 -119	11 Sybil Lane	1.07	12,500	0	12,500
21 - 59	16 Jeff Lane	1.11	123,800	0	123,800
22 - 10	BL520 CBH	13.45	165,600	0	165,600
22 - 13	528 Charles Bancroft Hwy	19.50	171,400	0	171,400
22 - 23	12 Brook Road	5.30	155,800	21,400	177,200
22 - 98	OFF CBH	0.70	<u>10,400</u>	-	<u>10,400</u>
<b>Total</b>			<b>12,898,900</b>	<b>2,216,200</b>	<b>15,329,200</b>

## DETAIL EXPENSE REPORT 2019

### EXECUTIVE

Appropriation  
Expended: 122,634.00

Town Administrator	98,200.80
Selectmen's Salaries	6,000.00
Health Insurance	20,715.12
Dental Insurance	1,049.04
Long Term Disability	252.77
Life Insurance	99.00
Selectmen's Allowance	1,058.87
Clerical Support	4,912.88
Dues & Subscriptions	100.00
Books & Periodicals	0.00
Mileage & Tolls	809.21
BOS Training	2,140.00
Background Checks	0.00
<b>Total</b>	<b>135,337.69</b>

Surplus/(Deficit) (12,703.69)

### TOWN MEETING

Appropriation  
Expended: 10,502.00

Ballot Clerks	751.96
Moderator	1,856.20
Clerical Support	0.00
Seminars/workshops	0.00
Annual Town Report	491.57
Election Provisions	184.26
Optech Programming	
Support	768.00
Equip. Maint. Contract	500.00
New Equipment	2,441.15
Ballots	2,542.20
<b>Total</b>	<b>9,535.34</b>

Surplus/(Deficit) 966.66

### TOWN CLERK

Appropriation  
Expended: 110,193.00

Deputy Town Clerk	25,215.44
Clerk Wages	14,315.47
Town Clerk Salary	37,523.62
Overtime Deputy	27.15
Health Insurance	21,622.68
Dental Insurance	1,180.56
Software Support	5,026.95
Dues & Subscriptions	72.00

Dog Tag & License Form	444.00
Printer Cartridges	774.96
Postage	3,190.49
Mileage & Tolls	317.16
Seminars & Conventions	574.00
<b>Total</b>	<b>110,284.48</b>

**Surplus/(Deficit)** **(91.48)**

#### **ACCOUNTING & AUDITING**

**Appropriation Expended:** **256,824.00**

Sec/Bookkeeping Staff	159,008.13
Stipend-Treasurer & Deputy	11,000.00
Stipend-Trustees of TF	175.92
Overtime Sec/Bookkeeping	720.68
Health Insurance	43,752.05
Dental Insurance	2,286.90
Software Support	3,928.25
Recording Fees	0.00
Printing	443.74
Dues & Subscriptions	85.00
Office Supplies	2,425.38
Postage	1,658.75
Mileage & Tolls	2,841.00
Seminars	670.00
Auditing Services	20,500.00
<b>Total</b>	<b>249,495.80</b>

**Surplus/(Deficit)** **7,328.20**

#### **INFORMATION TECHNOLOGY**

**Appropriation Expended:** **116,319.00**

Telephone & Data	43,332.28
Software Support	20,185.68
Equipment & Maintenance	33,044.75
Equipment Purchase	18,518.14
Equipment Lease	1,050.45
<b>Total</b>	<b>116,131.30</b>

**Surplus/(Deficit)** **187.70**

**TAX COLLECTOR**

Appropriation 110,192.00  
Expended:

Deputy Tax Collector	25,267.61
Clerk Wages	14,315.13
Tax Collector Salary	37,523.62
Overtime	26.43
Health Insurance	21,622.68
Dental Insurance	1,180.80
Property Title Research	446.20
Recording Fees	124.62
Software Support	3,573.00
Dues & Subscriptions	20.00
Postage	6,060.09
Mileage & Tolls	190.72
Seminars & Convention	500.00
<b>Total</b>	<b>110,850.90</b>

Surplus/(Deficit) (658.90)

**REVALUATION OF PROPERTY**

Appropriation 50,752.00  
Expended:

Assessing Services	5,910.01
Assessing Software	3,427.00
<b>Total</b>	<b>9,337.01</b>

Surplus/(Deficit) 41,414.99

**LEGAL EXPENSE**

Appropriation 60,000.00  
Expended:

Town Atty. Legal Svcs.	<b>25,606.93</b>
------------------------	------------------

Surplus/(Deficit) 34,393.07

**PERSONNEL ADMINISTRATION**

Appropriation 649,804.00  
Expended:

Short Term Disability	12,498.94
Flex Spending Admin	437.25
Social Security Taxes	79,539.02
Medicare Taxes	36,999.69
Employee Retirement	81,795.94
Firefighter Retirement	50,379.50
Police Retirement	304,844.10
Unemployment	1,502.00

	Workers Compensation	74,206.00	
	<b>Total</b>	<b>642,202.34</b>	
<b>Surplus/(Deficit)</b>			<b>7,601.66</b>

**PLANNING BOARD**

<b>Appropriation Expended:</b>			<b>43,093.00</b>
------------------------------------	--	--	------------------

Admin. Assistant	19,963.04
Public Notices & Ads	784.02
NRPC Planner	8,476.00
Postage	131.25
Books & Periodicals	111.35
Mileage & Tolls	12.76
Seminars	60.00
<b>Total</b>	<b>29,538.42</b>

<b>Surplus/(Deficit)</b>		<b>13,554.58</b>
--------------------------	--	------------------

**ZONING BOARD OF ADJUSTMENT**

<b>Appropriation Expended:</b>		<b>596.00</b>
------------------------------------	--	---------------

Public Notices & Ads	1,171.24
Books & Periodicals	0.00
Seminars	34.25
<b>Total</b>	<b>1,205.49</b>

<b>Surplus/(Deficit)</b>		<b>(609.49)</b>
--------------------------	--	-----------------

**GENERAL GOVERNMENT BUILDINGS**

<b>FACILITIES Appropriation Expended:</b>		<b>101,587.00</b>
---	--	-------------------

Custodian	9,331.93
County Prison Comm.	0.00
Electricity	18,312.01
Propane Gas	8,652.78
Water Charges	3,067.00
Meeting House Electricity	557.51
Building Maint. & Repairs	11,134.44
Trash Container Service	2,682.35
Eqt. Repair & Maint.	4,291.10
Gasoline	40,066.10
Generator Fuel	65.49
Custodial Maint	
Supplies	1,680.55
Furniture/Fixture Purch.	1,021.88
<b>Total</b>	<b>100,863.14</b>

<b>Surplus/(Deficit)</b>		<b>723.86</b>
--------------------------	--	---------------



**CEMETERIES**

**Appropriation** 7,483.00  
**Expended:**

Grounds keeping 16,930.00  
Pinecrest Water 207.71  
Hillcrest Bldg/Monument  
Repair 800.00  
Total 17,937.70

**Surplus/(Deficit)** (10,454.71)

**INSURANCE**

**Appropriation** 62,651.00  
**Expended:**

General Liability 60,651.00  
Insurance Deductibles 2,000.00  
Total 62,651.00

**Surplus/(Deficit)** 0.00

**ADVERTISING & REGIONAL ASSNS**

**Appropriation** 16,064.00  
**Expended:**

Printing 1,720.00  
Public Notice & Ads 2,473.55  
Dues & Subscriptions 14,094.00  
18,827.55

**Surplus/(Deficit)** (2,223.55)

**POLICE DEPARTMENT**

**Administration**  
**Appropriation** 1,732,970.00  
**Police Contract Warrant**  
**Article #3** 37,909.00  
**Expended:**

PD Salary-Administration 205,096.32  
PD Wages-Officers 665,555.45  
Wages-Admin Asst. 43,634.00  
Part-Time Officers 82,721.87  
Overtime-Officers 110,815.15  
Overtime Captain 2,678.76  
PD Wages-Court OT 668.31  
Overtime Training 22,818.44  
Uniform Allowance 6,675.00  
Community Detail 13,367.30  
Health Insurance 227,136.87  
Dental Insurance 14,861.01  
Long-term Disability 2,822.53  
Life Insurance 819.00  
Uniforms & Accessories 17,856.79

Emergency Response Team	5,000.00
Shredding Service	220.00
Telephone	2,742.00
Prosecutor Contracted	72,231.18
Dues & Subscriptions	885.00
Software Support	17,680.85
Child Advoc. Center	2,500.00
Pre-Employment Screening	1,671.60
Community Relations	1,790.98
Office Supplies	3,610.68
Books & Periodicals	1,204.61
Equipment Purchase	9,659.84
Cruiser Purchase	110,589.78
Ammunition/Supplies	6,592.88
General Supplies	2,130.59
Equipment Maint. & Repair	1,533.78
Printing	687.58
Vehicle Repair & Maintenance	11,759.56
Seminars & Conventions	20,495.81
<b>Total</b>	<b>1,690,513.52</b>

<b>Surplus/(Deficit)</b>	<b>80,365.48</b>
--------------------------	------------------

**SUPPORT SERVICES**

<b>Appropriation</b>	<b>162,061.00</b>
----------------------	-------------------

**Expended:**

Sec/Dispatch wages	100,367.63
Sec/Disp Overtime	9,066.72
Uniform Allowance	950.00
Health Insurance	19,154.55
Dental Insurance	1,441.56
Uniforms & Accessories	595.87
Dispatch Serv. Contract	27,384.00
<b>Total</b>	<b>158,960.33</b>

<b>Surplus/(Deficit)</b>	<b>3,100.67</b>
--------------------------	-----------------

**AMBULANCE**

<b>Appropriation</b>	<b>67,500.00</b>
----------------------	------------------

**Expended:**

Ambulance Service Charges	58,241.72
Bad Debt	10,000.00
<b>Total</b>	<b>68,241.72</b>

<b>Surplus/(Deficit)</b>	<b>(741.72)</b>
--------------------------	-----------------

**FIRE DEPARTMENT**

**ADMINISTRATION**

<b>Appropriation</b>	<b>626,230.00</b>
----------------------	-------------------

**Expended:**

Wages-Fire Chief	62,283.20
Wages-FT Firefighter/EMT	136,574.40
Wages-Call Firefighter	79,393.91
Wages-Training	42,774.66
Fire Inspector	5,292.32
Overtime-Firefighter/EMT	10,821.42
Overtime-Training-FF	10,175.50
Dispatch Service Contract	7,476.00
Instructor Services	6,324.02
Electricity	11,271.95
Heat	20,002.65
Water	4,306.55
Station Repairs & Maint.	3,871.04
General Supplies	1,157.99
Community Relations	
Supplies	623.74
Equip. Repair & Maint	77,129.13
Vehicle Fuel	4,998.04
Custodial Maintenance	1,161.84
Vehicle Repairs & Maint	36,583.46
Medical Supplies	5,081.69
Provisions	430.49
Equipment Leases	830.49
Mileage and Tolls	428.91
FD Seminars & Conventions	6,193.28
Short Term Disability	3,820.00
Long Term Disability	124.87
Computer Software Cont.	1,530.00
Dental Insurance	2,361.36
FD Health	51,016.98
FD Uniforms Allowance	400.00
FD Uniforms & Accessories	4,527.94
Pre-employment Phy/Tests	6,456.00
Dues & Subscriptions	1,857.50
Office Supplies	1,328.37
Postage	0.00
FD Books & Periodicals	1,877.90
Protective Gear	18,196.48
Equip. Purchases	28,313.48
<b>Total</b>	<b>656,568.72</b>

<b>Surplus/(Deficit)</b>		<b>14,303.28</b>
--------------------------	--	------------------

**FIRE HYDRANTS**

<b>Appropriation</b>		<b>483,140.00</b>
----------------------	--	-------------------

**Expended:**

FD Hydrants	472,984.08
-------------	------------

<b>Surplus/(Deficit)</b>		<b>10,155.92</b>
--------------------------	--	------------------

**CODE ENFORCEMENT**

**Appropriation** 100,681.00  
**Expended:**

Code Enforce. Salary	17,576.47
Temp. Inspect. Wages	12,779.20
Dental Insurance	317.18
Health Insurance	2,486.67
Printing	305.99
Dues Licenses & Subscript	9,078.15
Books & Periodicals	1,526.67
Vehicle Repair/Maint	889.53
Seminars & Conventions	70.00
<b>Totals</b>	<b>45,029.86</b>

**Surplus/(Deficit)** 55,651.14

**EMERGENCY MANAGEMENT**

**Appropriation** 15,272.00  
**Expended:**

Emergency Management	
Director	1,500.00
Software Support	4,672.00
Hazmat District Assess	8,387.17
Equip. Repair & Maint	505.00
Equipment Purchases	249.00
<b>Total</b>	<b>15,313.17</b>

**Surplus/(Deficit)** (41.17)

**HIGHWAY AND STREETS**

**Road Agent's Office**  
**Appropriation** 36,225.00  
**Expended:**

Road Agent Salary	1,000.00
Consulting Engineer Serv.	15,886.15
Electricity	2,757.41
Propane Heat	4,944.85
Dues & Subscriptions	0.00
Bldg Maint/Repair	1,809.98
<b>Total</b>	<b>26,398.39</b>

**Surplus/(Deficit)** 9,826.61

**ROAD MAINTENANCE**

**Appropriation** 671,899.00  
**Expended:**

Workmen Wages	138,855.53
Workmen Overtime	18,127.85
Health Insurance	24,607.80

Dental Insurance	508.20
Contractor Services	114,219.79
Catch Basin Clean Outs	14,900.00
Catch Basin Replacement	2,629.55
Pavement	
Striping/Markings	4,607.71
Tree Removal	3,175.00
Road Sweeping	8,360.00
Culvert Replacement	0.00
Road Maint/Improvement	0.00
General Supplies	9,566.31
Vehicle Fuel	9,013.08
Vehicle Repair/Maint.	51,807.61
Safety equip. purchase	2,712.17
Gravel Purchase	1,294.01
Sand	2,905.57
Salt	118,378.63
Asphalt/Cold Patch	
Purchase	3,347.22
Signs, Posts & Accessories	1,855.76
HW Block Grant Road	
Improvements	158,010.53
Equipment Purchase	28,957.65
Vehicle Lease	28,564.06
Equipment Rental	734.00
Seminars & Conventions	160.00
Total	<b>747,298.03</b>

<b>Surplus/(Deficit)</b>		<b>(75,399.02)</b>
--------------------------	--	--------------------

#### **STREET LIGHTING**

<b>Appropriation</b>		<b>13,000.00</b>
----------------------	--	------------------

**Expended:**

Street Lights-Utility Fees	<b>13,477.03</b>
----------------------------	------------------

<b>Surplus/(Deficit)</b>		<b>(477.03)</b>
--------------------------	--	-----------------

#### **SANITATION**

#### **ADMINISTRATION**

<b>Appropriation</b>		<b>408,100.00</b>
----------------------	--	-------------------

**Expended:**

Facility Manager	66,670.80
Wages-Staff	85,877.77
Overtime	3,180.02
Health Insurance	24,843.12
Dental Insurance	1,524.60
Dues/Northeast Resource	7,923.28
Electricity	7,049.50
Propane	0.00
Building Repair & Maint	3,820.02

	General Supplies	1,242.24	
	Equip. Repair & Maint	4,923.88	
	Diesel Fuel	1,703.79	
	Uniforms & Accessories	1,365.82	
	Demolition Material		
	Disposal	94,075.20	
	Solid Waste Disposal	103,914.98	
	Recyclables Direct Disposal	175.00	
	Equipment Lease	0.00	
	SW Mileage & Tolls	77.06	
	Seminars/Workshops	0.00	
	Total	<b>408,367.08</b>	
<b>Surplus/(Deficit)</b>			<b>(267.08)</b>

**HEALTH DEPARTMENT**

<b>Appropriation Expended:</b>			<b>1,905.00</b>
	Health Officer Salary	1,500.00	
	Water Analysis	0.00	
	Dues & Subscriptions	210.00	
	Seminars & Conventions	140.00	
	Total	<b>1,850.00</b>	
<b>Surplus/(Deficit)</b>			<b>55.00</b>

**MOSQUITO DISTRICT**

<b>Appropriation Expended:</b>			<b>31,150.00</b>
	Contracted Services	30,850.00	
	General Supplies	0.00	
	Total	<b>30,850.00</b>	
<b>Surplus/(Deficit)</b>			<b>300.00</b>

**ANIMAL CONTROL**

<b>Appropriation Expended:</b>			<b>19,415.00</b>
	Animal Control Officer	15,070.67	
	Mileage Allowance	2,400.00	
	General Supplies	2,555.00	
	Electricity	328.61	
	Dues & Licenses	0.00	
	Building		
	Repairs/Maintenance	11,674.00	
	Equipment Purchases	0.00	
	Total	<b>32,028.28</b>	
<b>Surplus/(Deficit)</b>			<b>(12,613.28)</b>

**HEALTH AGENCIES**

Appropriation		0.00
Expended:		
	<u>0.00</u>	

Surplus/(Deficit)		0.00
-------------------	--	------

**WELFARE**

**VENDOR PAYMENTS**

Appropriation		4,000.00
Expended:		

Prescriptions/Medical	374.30
Electricity	26.91
Heating Oil/Gas	0.00
Groceries, household items	0.00
Housing (rent)	500.00
Funeral	1,500.00
Water	150.00
Total	<u>2,551.21</u>

Surplus/(Deficit)		1,448.79
-------------------	--	----------

**PARKS AND RECREATION**

**ADMINISTRATION &  
PROGRAMS**

Appropriation		94,748.00
Expended:		

Wages-Custodian	3,657.78
General Supplies	0.00
Electricity	7,527.48
Chem Toilet Rental	2,757.31
Equipment Repair/Maint	6,013.98
Field Improvement/Cap	3,455.69
Field Maintenance	53,280.66
Equipment Purchases	40.85
Public Notices & Ads	142.30
Water	1,073.56
Building Repair & Maint.	11,567.00
Propane-Talent Hall	6,479.33
Trash Container Services	3,367.80
Program Expenses	0.00
Total	<u>99,363.74</u>

Surplus/(Deficit)		(4,615.74)
-------------------	--	------------

**LIBRARY**

Appropriation		264,713.00
Expended:		

Library Appropriation	<u>264,713.00</u>
Total	<u>264,713.00</u>

Surplus/(Deficit)		0.00
-------------------	--	------

**PATRIOTIC PURPOSES**

Appropriation 1,250.00  
Expended:

Memorial Day Gen Supply 1,134.99  
Total 1,134.99

Surplus/(Deficit) 115.01

**CONSERVATION**

Appropriation 1,398.00  
Expended:

Property Management 701.01  
Dues & Subscriptions 445.00  
Publications 55.00  
General Supplies 4.49  
Mileage & Tolls 0.00  
Seminars & Meetings 60.00  
Youth Fishing Derby 0.00  
Total 1,265.50

Surplus/(Deficit) 132.50

**DEBT SERVICE**

Appropriation 258,960.00  
Expended: 258,958.80  
Surplus/(Deficit) 1.20

**WARRANT ARTICLES**

Appropriation 215,000.00  
Expended:

2019 Article 4 Human Services 0.00  
2019 Article 5 Town Earned TF 50,000.00  
2019 Article 6 Techn. & Comm. 50,000.00  
2019 Article 7 Land Purchase 90,000.00  
190,000.00

Surplus/(Deficit) 25,000.00



**COMPARATIVE STATEMENT-REVENUE**  
**Year Ending December 31, 2019**

<b>SOURCE</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>MS-4</b>	<b>Actual</b>	<b>Anticipated</b>
<b>TAXES</b>			
Land Use Change Tax (20%)	10,000.00	40,612.00	12,500.00
Timber Taxes	3,000.00	81.87	3,000.00
Payment in Lieu of Taxes	29,000.00	30,695.00	30,000.00
Excavation Taxes	3,000.00	3,203.54	3,000.00
Penalties & Interest on Taxes	30,000.00	19,823.59	30,000.00
<b>TOTAL</b>	<b>75,000.00</b>	<b>94,416.00</b>	<b>78,500.00</b>
<b>BUSINESS LICENSES &amp; PERMITS</b>			
Hawkers & Peddlers	100.00	100.00	100.00
Junk Yard Permits	25.00	25.00	25.00
Home Occupation Permits	525.00	325.00	525.00
UCC Filings	800.00	1,545.00	800.00
Misc. Town Clerk	0.00	55.00	0.00
<b>TOTAL</b>	<b>1,450.00</b>	<b>2,050.00</b>	<b>1,450.00</b>
<b>MOTOR VEHICLE PERMIT</b>			
Municipal Agent	31,500.00	34,749.00	31,500.00
Motor Vehicle Registration	1,765,000.00	1,880,388.00	1,825,000.00
Motor Vehicle Title	3,500.00	4,036.00	3,500.00
<b>TOTAL</b>	<b>1,800,000.00</b>	<b>1,919,173.00</b>	<b>1,860,000.00</b>
<b>BUILDING PERMITS</b>			
Building Permits	30,000.00	42,555.71	30,000.00
Demolition Permit	0.00	50.00	0.00
Electrical Permits	3,000.00	2,250.00	3,000.00
Mechanical Permits	2,500.00	4,035.00	2,500.00
Plumbing Permits	200.00	210.00	200.00
Well Permits	50.00	80.00	50.00
Septic System Permits	500.00	1,275.00	500.00
Swimming Pool Permits	300.00	340.00	300.00
Burner Permits	50.00	180.00	50.00
<b>TOTAL</b>	<b>36,600.00</b>	<b>50,975.71</b>	<b>36,600.00</b>
<b>OTHER LICENSE PERMITS &amp; FEES</b>			
Dog License Fees	8,000.00	9,343.00	9,000.00
Dog Fines & Penalties	800.00	875.00	800.00
Marriage Licenses	200.00	168.00	200.00
Certified Copies	1,100.00	1,799.00	1,100.00
Hunting & Fishing Licenses	300.00	570.00	300.00
Dredge & Fill	0.00	30.00	0.00
Pole Permits	0.00	20.00	0.00

**COMPARATIVE STATEMENT-REVENUE**

*(continued)*

<b>SOURCE</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>MS-4</b>	<b>Actual</b>	<b>Anticipated</b>
<b>OTHER LICENSE PERMITS &amp; FEES</b>			
Boat Registrations	18,500.00	17,857.34	18,500.00
Pistol Permit Fees	800.00	680.00	800.00
Sex Offender Registration Fees	0.00	80.00	0.00
<b>TOTAL</b>	<b>29,700.00</b>	<b>32,422.34</b>	<b>30,700.00</b>
<b>FEDERAL GOVERNMENT</b>			
Fish & Wildlife	350.00	414.00	350.00
	<b>350.00</b>	<b>414.00</b>	<b>350.00</b>
<b>STATE OF NEW HAMPSHIRE</b>			
Meals & Room	438,053.00	438,052.90	438,043.00
Highway Block Grant	209,452.00	209,138.70	277,655.00
Forest Land Reimbursement	187.00	186.79	187.00
<b>TOTAL</b>	<b>647,692.00</b>	<b>647,378.39</b>	<b>715,895.00</b>
<b>CHARGES FOR SERVICES</b>			
Tax Map Update Fees	325.00	400.00	325.00
Wetland Decals	0.00	20.00	0.00
Planning Subdivision Applications	1,000.00	2,150.00	1,000.00
Sign Permit Application	0.00	350.00	0.00
Site Plan Reviews	2,500.00	3,496.25	2,500.00
Planning Board Abutter Notices	100.00	630.75	100.00
Planning Advertising Fees	500.00	900.00	500.00
ZBA Variance Applications	100.00	1,700.00	100.00
TC Postage Reimbursement	8,500.00	9,367.00	8,500.00
TC Return Check Charges	350.00	520.00	350.00
TC Copier Charge	0.00	94.00	0.00
Duplicate Dog Tag	4.00	0.00	4.00
Duplicate Tax Bills	0.00	0.00	0.00
Landlord Fee	5.00	0.00	5.00
FD Copies Fire Report	0.00	20.00	0.00
Police Reports	800.00	170.00	800.00
Police App/Testing Charges	0.00	0.00	0.00
Witness & Jury Fees	500.00	31.70	500.00
Town Office Copier Charges	0.00	25.00	0.00
PB Staff/Secretarial Reimbursement	0.00	200.00	0.00
Welfare Assistance Reimbursement	240.00	240.00	240.00
Voter Checklist Sales	349.00	271.50	349.00
SW Other Materials	0.00	0.00	0.00
<b>TOTAL</b>	<b>15,273.00</b>	<b>20,586.20</b>	<b>15,273.00</b>

# COMPARATIVE STATEMENT-REVENUE

(continued)

	2019	2019	2020
	MS-4	Actual	Anticipated
<b>MISCELLANEOUS</b>			
Seymour Restitution	400.00	1,025.64	400.00
Meeting House Lease	1.00	1.00	1.00
Meeting House Electricity	450.00	555.95	450.00
Rent/Leases Munic Property	1,500.00	1,000.00	1,000.00
Fire Detail Admin Fees	3,000.00	3,307.82	1,000.00
Police Detail Admin Fees	3,000.00	1,387.32	1,000.00
School Fuel Reimbursement	0.00	5,544.00	3,000.00
Misc. Timber Cutting	0.00	0.00	0.00
Miscellaneous	500.00	3,622.33	500.00
<b>TOTAL</b>	<b>6,101.00</b>	<b>15,562.49</b>	<b>6,851.00</b>
<b>TRANSFERS FROM SPECIAL FUNDS</b>			
Special Revenue Funds	0.00	0.00	0.00
Detail Vehicle Reimbursement	0.00	0.00	0.00
Detail Worker Comp	0.00	0.00	0.00
Detail Unemployment	0.00	0.00	0.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>SALE OF MUNICIPAL PROPERTY</b>			
Sale of Town Property	1.00	0.00	1.00
Sale of Cemetery Lots	0.00	16,700.00	0.00
<b>INTEREST</b>			
Interest on Investments	25,000.00	78,672.77	50,000.00
Bank Credits	0.00	0.00	0.00
<b>TOTAL</b>	<b>25,000.00</b>	<b>78,672.77</b>	<b>50,000.00</b>
<b>FINES &amp; FORFEITS</b>			
Restitution Property Damage	600.00	5.72	0.00
PD Fines	0.00	0.00	0.00
PD Parking Tickets	0.00	0.00	0.00
<b>TOTAL</b>	<b>600.00</b>	<b>5.72</b>	<b>600.00</b>
<b>INSURANCE DIVIDENDS &amp; REIMBU</b>			
Property/Liability Ins Refunds	0.00	0.00	0.00
<b>TOTAL OF ALL SOURCES</b>	<b>2,637,767.00</b>	<b>2,877,356.62</b>	<b>2,795,620.00</b>

<b>COMPARATIVE STATEMENT</b>			
<b>2019 OPERATING BUDGET</b>			
	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Appropriation</b>	<b>Actual</b>	<b>Requested</b>
Board of Selectmen/Executive	122,634.00	135,338.00	130,890.00
Town Meeting	10,502.00	9,535.00	20,494.00
Town Clerk	110,193.00	110,284.00	116,146.00
Accounting	256,824.00	249,496.00	268,987.00
Information Technology	116,319.00	116,131.00	130,552.00
Tax Collection	110,192.00	110,851.00	115,394.00
Assessing	50,752.00	9,337.00	56,697.00
Legal	60,000.00	25,607.00	45,000.00
Personnel Administration	649,804.00	642,202.00	672,039.00
Planning	43,093.00	29,538.00	41,172.00
Zoning	596.00	1,205.00	916.00
General Government Facilities	101,587.00	100,863.00	103,670.00
Cemeteries	7,483.00	17,938.00	10,500.00
Insurance	62,651.00	62,65.00	66,896.00
Advertising & Regional Assns	16,064.00	18,288.00	16,320.00
Police Administration	1,770,879.00	1,690,514.00	1,824,696.00
Police Support Services	162,061.00	158,960.00	167,661.00
Ambulance	67,500.00	68,242.00	67,500.00
Fire Administration	670,872.00	656,569.00	678,454.00
Fire Hydrants	483,140.00	472,984.00	463,754.00
Code Enforcement	100,681.00	45,030.00	98,035.00
Emergency Management	15,272.00	15,313.00	15,977.00
Road Agent	36,225.00	26,398.00	27,075.00
Road Maintenance	671,899.00	747,298.00	803,339.00
Street Lighting	13,000.00	13,477.00	13,350.00
Sanitation - Administration	408,100.00	408,367.00	429,295.00
Health Department	1,905.00	1,850.00	2,030.00
Mosquito District	31,150.00	30,850.00	31,950.00
Animal Control	19,415.00	32,028.00	21,003.00
Health Agencies	0.00	0.00	0.00
Welfare	4,000.00	2,551.00	0.00
Parks & Rec Administration	94,748.00	99,364.08	95,929.00
Library	264,713.00	264,713.00	266,883.00
Patriotic Purposes	1,250.00	1,135.00	1,500.00
Conservation	1,398.00	1,266.00	1,398.00
Debt Service	258,960.00	258,959.00	259,429.00
<b>Sub-Total</b>	<b>6,795,862.00</b>	<b>6,635,132.00</b>	<b>7,064,927.00</b>

## TREASURER'S REPORT

**General Fund Account** **\$4,496,004.20**

**Certificate of Deposit** **\$6,503,324.52**

### **ESCROW ACCOUNTS**

Maynard & Paquette Engineering	\$444.94
Charbonneau Page Road	\$6,945.03
Continental Paving Quarry	\$5,318.77
Continental Paving Inc.	\$2,137.57
Continental Mini Storage	\$3,983.40
Continental 124 Hillcrest	\$480.68
Richard Jefferson	\$0.00
Maurice B. Morin	\$1,754.47
Maurice B. Morin	\$29,051.91
Mark McNulla	\$0.00
Mels Funway Park	\$1,441.15
Continental Paving 517 CBH	\$2,677.69
Pinecreek Ashwood	\$2,389.41
S & L Projects	\$1,813.45
Sousa - Pinewood	\$9,896.44
Sousa Road Bond	\$30,713.56
Sousa Trench	\$5,895.30
Sousa Hamel Extension	\$47,051.07
Theroux Properties	\$0.00
L & J Vigeant	\$3,933.92
Lot 88	\$0.00
Denise Jean	\$153.26
Edwards Auto Repair	\$0.00
VAB Properties	\$919.34

### **IMPACT FEES**

Campbell High School	\$227,983.23
LMS/CHS	\$109,298.67
Elementary School	\$15,831.03
Fire	\$16,688.13
Library	\$38,886.07
Municipal	\$21,529.55
Police	\$23,985.65
Recreation	\$84,600.04
Road	\$24,698.35

### **SUB ACCOUNTS**

Ambulance Revolving	\$9,441.68
Cable Revolving	\$90,695.78
Conservation Education	\$4,175.55
Conservation Fund	\$620,915.04
Fire Special Detail	\$4,873.55
Federal State & Highway	\$0.00
Footbridge Fund	\$17,719.80
Industrial Development	\$4,247.74
NH State Grants	\$1,581.49
Offsite Improvements	\$0.00
Police Forfeiture	\$0.00
Recreation Commission Revolving	\$22,994.85
DARE	\$0.00
Police Special Detail	\$916.20
SB Recreation Fund	\$8,728.68
Solid Waste	\$54,167.05
Stimulus Bike Path	\$0.00
275 <sup>th</sup> Anniversary	\$1,998.07
Town Hall Timber	\$1,173.66
Unanticipated Revenue	\$71,454.84
New Fire Station	\$86,482.44

## AARON CUTLER MEMORIAL LIBRARY 2019 ANNUAL REPORT

Submitted by Vicki Varick, Library Director

### Commitment to Service

Cutler Memorial Library may be short on square footage, but it's also big on services. The Library Board of Trustees and Library Staff are committed to offering the community educational and cultural resources, programs and services in order to provide the opportunity for personal growth and development, support for Litchfield students, and enriching cultural experiences.

To this end, the library provided patrons of all ages with:

- the opportunity to study a variety of subjects for personal edification;
- pleasure reading to promote lifelong learning;
- many avenues, both in-house and online, to gather the supplemental information needed to complete assignments; and
- a variety of programs and events to engage the mind, entertain, and spark creativity.

### Plan a Visit

If you have not been using library services, please pay us a visit. Aside from being a beautiful building, the library is a bright, cheerful space filled with current information and materials, staffed by friendly people who are all too happy to help you find the content you need in-house, across the state or in cyberspace.

Hours:

Tuesday-Thursday 10:00 - 8:00

Friday 10:00 - 6:00

Saturday 9:00 – Noon

(Closed on Saturdays in July and August)

Programs, Workshop, and Concerts

Librarians planned a slate of events on diverse topics to appeal to a broad range of the community.

**Adult Services Department**—regularly occurring activities included book discussion groups, knitting groups, and chair yoga. Highlights of monthly

offerings included *Pairing Tea with Food*, *Gardening for Bees & Butterflies*, *Murder in Colebrook NH*, *Skywatch*, local author *Tammi Truax*, *Cruising NH History*, *Pen and Ink Drawing*, and *Holiday Tole Painting*. The annual summer reading event featured reading, reviews, and music by Rich Araldi. Tech Help with downloadable books and magazines from OverDrive was available on a drop-in basis.

- **Tween and Teen Services**—Regularly scheduled activities included a book discussion group held after school at LMS, and a High School Role-Playing Game group. The annual summer reading event featured reading, crafts, and activities such as Solar System Acrylic Painting Class, an Escape Room, and weekly STEM challenges.
- **Children's Services Department**—Regularly scheduled programs included multiple Story Times for ages 0-5, Make 'n Take Crafts, and a book discussion group. Annual offerings included *Stuffed Animal Sleepover*, the summer reading event, 1<sup>st</sup> Grade Library Card Sign-Up, and *The Polar Express Event*. The summer reading club featured reading, reviews, arts & crafts, STEM activities Family Tabletop Game Night, and visits from *Magic by George*, *Sub-Zero Science*, and *Wildlife Encounters*.
- For current happenings, visit our online calendar at [cutlerlibrary.blogspot.com](http://cutlerlibrary.blogspot.com)

### A Visit to the Virtual Library

Using the library from home has never been easier. With library card number and password, patrons had free access to many online resources:

- **New Hampshire Downloadable Books**—Free access to a state-wide collection of downloadable audiobooks, eBooks, and magazines in a variety of formats for use on many devices. Go to [nh.overdrive.com](http://nh.overdrive.com)

- **NHewLink Databases** (a subscribed-to collection of articles and images available through a search interface )—Patrons received:
  - Thousands of magazine, journal, newspaper, encyclopedia and other articles providing business, health, homework, and research help, as well as pleasure reading.
  - Advice on what to read using NoveList Plus, a service that provides recommendations on fiction and non-fiction titles, series info, read-alikes, book award lists, and much more.
  - Compton's Encyclopedia and the Elementary Encyclopedia for a wide variety of information needs.
  - Go to **[search.ebscohost.com](http://search.ebscohost.com)**
- **Mango Languages**—70 language courses ranging from Spanish to Swahili, English to Icelandic, and Shakespeare to Pirate. o to **[connect.mangolanguages.com/cutlerlibrary/start](http://connect.mangolanguages.com/cutlerlibrary/start)**
- **Lynda**—Over 6,231 self-paced video courses to pursue personal and professional goals. Areas include creative skills, software, technology, business skills, and more. First time users start at **[cutlerlibrarybackground.blogspot.com/2016/07/learning-with-lyndacom.html](http://cutlerlibrarybackground.blogspot.com/2016/07/learning-with-lyndacom.html)**
- **Driving Tests**—Driver education practice tests based on NH's DMV materials. Go to **[acml.driving-tests.org](http://acml.driving-tests.org)**
- **KOHA**—Library account management and catalog allowing card holders to place holds, renew items, create reading lists, comment and rate what they've read, receive email reminders of items coming due, etc. Go to **[aaroncutler.nhais.bywatersolutions.com](http://aaroncutler.nhais.bywatersolutions.com)**
- **Special Requests**—NHU-pac, the state-wide catalog where patrons can search for items not held in our library, then submit a request for interlibrary-loan to have the item sent to us. Great for private book clubs in need of multiple copies of their chosen title each month. Search

at **[www.nhupac.library.state.nh.us](http://www.nhupac.library.state.nh.us)**, request at **[goo.gl/NXN2jf](mailto:goo.gl/NXN2jf)**

### **Friends, Volunteers, and Residents**

The library benefitted from amazing support from the community for the extra touches that make the library a great place to visit.

- Through their book sales, **the Friends of the Library** funded activity passes to the SEE Science Center (Manchester), New England Aquarium & Squam Lakes Science Center (Holderness), and put gently used books into the hands of the community.
- **Neighboring Businesses** supported all 4 summer reading clubs through funding and donations of prizes. Local donors included Continental Paving, Linda Jacobson CPA, LIX Ice Cream, Mel's Funaway Park, New England Small Tube, and Tim's Turf.
- **State Organizations** Grantors *NH Humanities* and *Kids, Books, and the Arts* awarded the library \$775 in grants to fund three community programs.
- **Local Groups and Professionals** donated their time and expertise to library programs. In-kind donors included Alex Jozitis and AJ Richardson (HS Role-Playing Game Night), art instructors Heidi Miller and Sue Beaulieu (painting classes), Catrina Ledoux (Cadouxdle Dance Studio), and the Litchfield Fire Department (The Polar Express Event).
- **Volunteers** provided the library with a helping hand when it was needed. Twenty-eight individuals, including Sophomore Project students, sorted book donations, cleaned book covers and baby toys, donned costumes, supervised craft classes, and assisted with the annual 24/7 Book Sale on the Porch.

**Private Donors** contributed activity passes to the Currier Museum of Art (Manchester), the Millyard Museum (Manchester), and funds for other needs.

### **Good-bye to Children's Librarian Carrie-Anne Pace Hello to Children's Librarian Alexis Britton**

The library said good-bye to beloved long-time Children's Librarian Carrie-Anne Pace at the end of August. Carrie-Anne served the library and the community for twelve years. She loved her job and the young readers that she served providing them with wonderful reading suggestions, homework help, and exciting programs. We wish Carrie-Anne the best in her latest adventures.

Alexis Britton joined our team in September bringing with her six years of experience as a Children's Librarian. Her warm personality dovetailed perfectly with her predecessor, Carrie-Anne. Along with continuing our regular programs, Alexis spearheaded our Play Space project in the Young Readers Room providing those age birth-five and their caregivers with a delineated area for exploration of educational toys and titles. She also worked with homeschool families to establish "Homeschool Hangout" twice a month on Fridays at 1:30. Homeschool adults are encouraged to come hangout with each other while their children engage in educational play and other activities.

### **Staying Informed**

A variety of ways for residents to learn about library happenings were offered including:

Library website, READ 4 The Fun Of It—view weekly events, closings, and other announcements

***[cutlerlibrary.blogspot.com](http://cutlerlibrary.blogspot.com)***

Facebook—follow us for library news

***[www.facebook.com/cutler.library](https://www.facebook.com/cutler.library)***

- Pinterest—find new additions to the collection, events and other fun items  
***[pinterest.com/aaroncutler](https://pinterest.com/aaroncutler)***
- Flickr—check out photos from library events over the years  
***[www.flickr.com/photos/cutlerlibrary](https://www.flickr.com/photos/cutlerlibrary)***

### **Looking Ahead**

- The library's two heating oil tanks were replaced in 2019 leaving several other issues to be addressed in the near future:
  - replacement of the library's 25+ year old HVAC system;
  - installation of a security system;
  - replacement of carpet and stair treads;
  - installation of an irrigation system for our deteriorating outdoor activity space; and
  - flexible comfortable seating to make the building better able to handle our growing community.

As always looming in the future, library services are in need of a larger space designed for our current and future population size, changing collections and technology, and community needs.

### **Our Library Team**

It was a pleasure to serve the community in 2019 and our entire team looks forward to continuing to serve the community in a relevant and responsive way in the coming year.

#### **Library Board of Trustees**

- Donna Ferguson, Chairperson
- Gail Musco, Treasurer/Vice Chair
- Peggy Drew, Secretary
- Cecile Bonvouloir
- Betty Vaughan

#### **Library Staff**

Vicki Varick, Library Director  
Alexandra Robinson, Adult/Teen Services  
Carrie-Anne Pace, Outgoing Children's Services  
Alexis Britton, New Children's Services  
Lynn Richardson, Assistant Librarian  
Kerri Antosca, Assistant Librarian  
Ada Allen, Page  
Marissa Michaud, Page  
Helena Paquette, Custodian



## 2019 Library Statistics

<b>General Holdings</b>	
Books	13071
Audiobooks/Music	760
DVDs	1573
Magazine/Newspaper Subscriptions	24
Activity Passes	8
Children's Learning Software	45
<b>Total Items Held</b>	15,481
<b>Items Added or Removed</b>	
Purchased additions	1050
Donated additions	46
Withdrawals	555
<b>Items and Resource Use</b>	
Print books	15,470
eBooks*	3,095
Audiobooks/Music	1,035
Downloadable audiobooks*	4,078
DVDs	4,113
Magazines	863
Downloadable magazines*	89
Special Requests	1,483
Activity passes	89
Electronic resources	6,063
Computer use	1,281
Relia	293
Early literacy software	1,486
<b>Total</b>	39,438
*State-wide consortium collection	
<b>Programs and Attendance</b>	
Programs	374
Attendance	5,932
<b>Public Wi-Fi connections</b>	3,078
<b>Registered Borrowers</b>	2,639
New borrowers	176
<b>User Visits to Library/Virtual Library</b>	20,631

## 2019 Financial Reports

Submitted by Gail Musco, Treasurer

Town Appropriation Checking	
Beginning Balance 1/1/2019	\$21,705.97
Income	
Receipts*	\$269,229.38
Interest Income	\$38.70
Total Receipts	\$269,268.08
Expenditures**	\$272,175.18
Ending Balance 12/31/19	\$18,798.87

\*Income includes town appropriation, warrant article, and Earned Time Expendable Trust Funds.

Board of Trustees Checking	
Beginning Balance 1/1/2019	\$15,985.22
Income*	
Receipts	\$7,039.48
Interest Income	\$13.59
Total Receipts	\$7,053.07
Expenditures**	\$5,690.05
Ending Balance 12/31/19	\$17,348.24

\*Income includes materials fines and fees, prints, donations, faxes, grants, interest, material replacements, non-resident library cards, and trust fund reimbursements.

\*\* Expenses include activity passes, honorary book purchases, community programs, library supplies, material replacements and multiple copies, staff appreciation gifts and volunteer awards, reimbursable building expense.

Board of Trustees Savings	
Beginning Balance 1/1/2019	\$1,141.64
Income	
Receipts	\$0.00
Interest Income	\$0.57
Total Receipts	\$0.57
Expenditures	\$0.00
Ending Balance 12/31/19	\$1,142.21

## **2019 Report of the Aaron Cutler Memorial Library Board of Trustees**

On behalf of the Aaron Cutler Memorial Library Trustees, I am pleased to report that the library had an exciting 2019. We have a very devoted staff that work hard to bring clubs, programs, and events to our many patrons to enjoy. Many thanks to Alex Robinson, Lynn Richardson, Alexis Britton, Carrie-Anne Pace, Ada Allen, Marissa Michaud, and Kerri Antosca. Above all, thanks to Vicki Varick, our library director, for her direction and leadership.

With the departure of our Children's Librarian, Carrie- Anne Pace, we welcomed Alexis Britton to our Library in September as our new Children's Librarian. From her recommendation, we now have a Play Space in the Children's Room which is well received by the many children and adults who frequent the library for the many Children's programs offered.

Through the efforts of the Litchfield Historical Society, an application has been submitted to put the Aaron Cutler Memorial Library on the NH State Register of Historic Places. If approved, the library will be one of 6 buildings in town on the Register. The process has been a 2 year effort.

I would also like to thank my fellow Board members for their work and dedication throughout this past year. Thanks go to Gail Musco, our Treasurer, for her monthly updates, Cecile Bonvouloir and Betty Vaughan for acting as back up Secretaries when needed. Last but not least I want to thank Peggy Drew for her nine years of service as she steps down from the Board of Trustees. Her knowledge and expertise always brought a different perspective to our discussions which we all appreciated. We wish you well!

We encourage all residents to stop by the library, meet the staff, browse our collection, and request a book, take part in the summer reading program, participate in chair yoga, the monthly book club or drop in knit/crochet groups. Come learn about and experience the many programs and services offered for all ages. We look forward to seeing you there.

Respectfully submitted,  
Donna Ferguson, Chairperson  
Aaron Cutler Memorial Library Trustee

**Aaron Cutler Memorial Library**  
**2018 Income/Expense Report**

11-4550.20		2018	2018	2018	2018
LINE #	DESCRIPTION	Budget	Actual	Encumbered	Expended
<b>INCOME</b>					
	Town Appropriation	\$247,917.00	\$247,917.00	\$ -	\$247,917.00
	Warrant Article	\$10,401.00	\$10,401.00	\$ -	\$10,401.00
	Insurance Claim		1,774.46	-	1,774.46
	<b>Total Income</b>	<b>\$258,318.00</b>	<b>\$260,092</b>	<b>\$ -</b>	<b>\$260,092.46</b>
<b>EXPENSES</b>					
110	Salary - Library Director	\$63,142	\$61,704.01	\$1,550.40	\$63,254.41
120	Wages - Children's Librarian	41,837	40,702.88	881.48	41,584.36
121	Wages - Adult Services Libr	41,981	41,539.77	792.05	42,331.82
123	Wages - Assistant Librarian	30,438	30,037.94	604.88	30,642.82
126	Wages - Custodian	5,141	5,021.60	146.40	5,168.00
127	Wages - Page	8,648	8,456.77	169.83	8,626.60
210	Health Insurance	5,204	-	-	-
211	Dental Insurance	265	-	-	-
220	Social Security	11,854	11,622.69	256.99	11,879.68
225	Medicare	2,772	2,718.23	60.10	2,778.33
341	Telephone	438	438.48	-	438.48
342	Software Purch. & Licenses	2,698	149.59	2,564.51	2,714.10
410	Electricity	4,771	4,402.15	471.84	4,873.99
411	Heating Oil	1,632	1,380.78	802.79	2,183.57
412	Water Usage	639	278.39	28.21	306.60
430	Equip.Maint. Contracts	2,357	1,712.65	350.00	2,062.65
434	Water Supplies	40	50.49	2.99	53.48
442	Trash Container Services	844	879.11		879.11
560	Dues and Subscriptions	874	882.48	-	882.48
613	Community Programs	1,892	1,849.86	-	1,849.86
625	Postage	225	166.16	50.00	216.16

626	Library Supplies	2,129	1,453.64	585.62	2,039.26
627	Automation Supplies	0	-	-	-
630	Building Maint. & Repair	1,864	1,657.81	-	1,657.81
631	Equipment Maint. & Repair	2,931	3,549.50	-	3,549.50
640	Custodial Maint. Supplies	400	395.26	8.98	404.24
641	Septic Tank Cleaning	0	-	-	-
650	Grounds Maintenance	1,500	1,306.82	-	1,306.82
670	Books and Media	17,951	14,849.72	3,163.70	18,013.42
671	Periodicals	1,237	911.91	137.87	1,049.78
740	Equipment Purchases	712	1,625.23	5,964.40	7,589.63
750	Furniture/Fixture Purchases	200	66.70	319.26	385.96
810	Mileage & Tolls	602	424.70	-	424.70
811	Seminars	610	533.33	-	533.33
834	Teen Program Supplies	200	3.99	99.02	103.01
835	Children's Program Supplies	290	144.33	139.17	283.50
899	Background Checks	0	25.00	-	25.00
<b>Total</b>		<b>\$258,318</b>	<b>\$240,941.97</b>	<b>\$19,150.49</b>	<b>\$260,092.46</b>

## **Trustees of Trust Funds Town Report for 2019**

The Trust Funds' initial balance on January 1, 2019 of \$814,995.89 was increased by \$150,884.43 to \$965,880.32. As required by the statutes, two accounts are established, one for Town Expendable Funds and one for Donated Funds.

Town funds ended the year with a total of \$856,315.61, a net increase of \$149,331.36. During the year, large withdrawals were made from the Building Systems and the Library Earned Time Accrual Expendable Trust Fund. With respect to the School Department, a new fund, Technology and Communication Expendable Trust Fund was established in April. That Fund also saw a sizeable withdrawal late in the year. The Earned Time Expendable Trust and the School Building Maintenance Capital Reserve saw large deposits during the year.

Private, Donated Funds show a net increase of \$1,553.07 to a year-ending \$109,564.71 with most of the deposit activity attributed to the Aaron Cutler Library Maintenance Fund via periodic stock dividends. That fund also saw a large withdrawal for maintenance of the building. Cemetery Perpetual Care Fund activity was in keeping with the usual expenditures for flowers, etc. The Hillcrest Fund saw a large expenditure for general maintenance in August. One new fund each was established for Pinecrest Cemetery and for Hillcrest Cemetery.

As has been the case for the last six years, all funds are deposited in People's United Bank in Collateralized Municipal Checking Accounts, vehicles that provided us with the highest return available.

Submitted by the Trustees of Trust Funds

John J. Poulos Jr.  
Dr. Steven Calawa  
Michael Falzone

Town of Litchfield, NH  
Trustees of Trust Funds

	Month End	January	2019		
Year Beginning Balances					
	<u>Starting Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Ending Balance</u>
<b><i>Town Expendable Trust Funds</i></b>					
Earned Time Expendable Trust	\$ 57,256.08	-	-	\$ 72.47	\$ 57,328.55
Vacation Accrual Fund	-	-	-	-	-
Town Celebration Fund	2,406.98	-	-	3.05	2,410.33
Farmland/Development Fund	122,932.67	-	-	155.60	123,088.27
Fire Facilities Fund	11,217.76	-	-	14.20	11,231.96
School Maintenance Capital Improvement Fund	184,842.02	-	-	233.96	185,075.98
School Education Fund	105,584.72	-	-	133.64	105,718.36
School Technology Capital Reserve Fund	75,663.68	-	-	95.77	75,759.45
Public Works Expendable Trust Fund	20,491.60	-	-	25.94	20,517.54
Library Vacation Accrual Expendable Trust Fund	5,005.49	-	-	6.34	5,011.83
Building Systems Trust Fund	56,162.09	-	-	71.09	56,233.18
Earned Time Accrual Expendable Trust Fund (library)	12,498.39	-	-	15.82	12,514.21
Fire Vehicle Equipment Repair Fund	50,407.90	-	-	63.80	50,471.70
<b>Total Town Expendable Funds</b>	<b>\$ 706,984.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 894.86</b>	<b>\$ 707,879.11</b>

***Donated Funds***

	<u>Starting Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Ending Balance</u>
Gravestone Repair	\$ 5,741.76	-	-	\$ 7.33	\$ 5,749.09
Hillcrest Cemetery Funds	5,981.53	150.00	-	7.63	6,139.16
Pinecrest Cemetery Funds	22,507.46	-	-	28.72	22,536.18
Aaron Cutler Library Memorial Fund	1,920.70	-	-	2.45	1,923.15
Aaron Cutler Library Maintenance Fund	71,007.43	-	-	90.61	71,098.04
Selah Bixby Library Fund	113.47	-	-	0.14	113.61
John Kennard Library Fund	556.28	-	-	0.71	556.99
Robert Chase Library Fund	183.01	-	-	0.23	183.24
<b>Total Donated Funds</b>	<b>\$ 108,011.64</b>	<b>150.00</b>	<b>-</b>	<b>137.82</b>	<b>\$ 108,299.46</b>

**Town of Litchfield, NH**  
**Trustees of Trust Funds**

	Month End	December	2019		
Year Beginning Balances					
	<u>Starting Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Ending Balance</u>
<b><i>Town Expendable Trust Funds</i></b>					
Earned Time Expendable Trust	\$ 108,363.23	-	-	89.45	108,452.68
Vacation Accrual Fund	-	-	-	-	-
Town Celebration Fund	2,437.49	-	-	2.01	2,439.50
Farmland/Development Fund	124,491.17	-	-	102.74	124,593.91
Fire Facilities Fund	11,359.95	-	-	9.38	11,369.33
School Bldg. Maintenance Capital Reserve Fund	287,563.06	-	-	237.36	287,800.42
School Education Fund	106,923.27	-	-	88.26	107,011.53
School Technology Capital Reserve Fund	76,622.90	-	-	63.25	76,686.15
Public Works Expendable Trust Fund	20,751.37	-	-	17.13	20,768.50
Building Systems Trust Fund	26,874.08	-	-	22.18	26,896.26
Library Earned Time Accrual Expendable Trust Fund	8,099.69	-	-	6.69	8,106.38
Fire Vehicle And Equip. Repair Fund	51,046.95	-	-	42.14	51,089.09
Beautification Expendable Trust Fund	2,546.75	-	-	2.10	2,548.85
Technology& Communication Expandable trust fnd	50,381.30	-	21,869.88	41.59	28,553.01
<b>Total Town Expendable Funds</b>	<b>\$ 877,461.21</b>	<b>-</b>	<b>21,869.88</b>	<b>724.28</b>	<b>856.61</b>

***Donated Funds***

	<u>Starting Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Interest</u>	<u>Ending Balance</u>
Gravestone Repair	\$ 5,814.15	-	-	4.83	5,818.98
Hillcrest Cemetery Funds	4,755.60	-	-	3.95	4,759.55
Pinecrest Cemetery Funds	22,828.60	-	-	18.97	22,847.57
Aaron Cutler Library Memorial Fund	1,944.94	-	-	1.62	1,946.56
Aaron Cutler Library Maintenance Fund	77,736.22	-	4,473.00	64.61	73,327.83
Selah Bixby Library Fund	114.91	-	-	0.10	115.01
John Kennard Library Fund	563.28	-	-	0.47	563.75
Robert Chase Library Fund	185.31	-	-	0.15	185.46
<b>Total Donated Funds</b>	<b>\$ 113,943.01</b>	<b>\$ -</b>	<b>\$ 4,473.00</b>	<b>94.70</b>	<b>109,564.71</b>



2019  
MS-737

Proposed Budget

ORIGINAL

Litchfield

For the period beginning January 1, 2019 and ending December 31, 2019

Form Due Date: **20 Days after the Annual Meeting**

This form was posted with the warrant on: 1-23-2019

**BUDGET COMMITTEE CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Cynthia A. Couture	Chair	Cynthia A. Couture
Jessica L. Martin	member	Jessica L. Martin
Reina Hadjilov	member	Reina Hadjilov
Keri P. Douglas	Vice Chair	Keri P. Douglas
Jennifer Buzza	member	Jennifer Buzza
Nicole Fordey	member	Nicole Fordey

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

For assistance please contact:  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>





New Hampshire  
Department of  
Revenue Administration

2019  
MS-737



Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2018	Appropriations for period ending 12/31/2018	Selectmen's Appropriations for period ending 12/31/2019 (Recommended)	Selectmen's Appropriations for period ending 12/31/2019 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Not Recommended)
<b>General Government</b>								
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0	\$0	\$0
4130-4139	Executive	02	\$136,861	\$134,155	\$133,136	\$0	\$133,136	\$0
4140-4149	Election, Registration, and Vital Statistics	02	\$106,735	\$113,657	\$110,193	\$0	\$110,193	\$0
4150-4151	Financial Administration	02	\$446,935	\$466,201	\$483,335	\$0	\$483,335	\$0
4152	Revaluation of Property	02	\$73,053	\$50,702	\$50,752	\$0	\$50,752	\$0
4153	Legal Expense	02	\$42,218	\$65,000	\$60,000	\$0	\$60,000	\$0
4155-4159	Personnel Administration	02	\$617,073	\$633,871	\$649,804	\$0	\$649,804	\$0
4191-4193	Planning and Zoning	02	\$31,188	\$44,539	\$43,689	\$0	\$43,689	\$0
4194	General Government Buildings	02	\$89,313	\$93,674	\$101,587	\$0	\$101,587	\$0
4195	Cemeteries	02	\$8,337	\$7,483	\$7,483	\$0	\$7,483	\$0
4196	Insurance	02	\$59,923	\$60,536	\$62,651	\$0	\$62,651	\$0
4197	Advertising and Regional Association	02	\$16,178	\$15,520	\$16,064	\$0	\$16,064	\$0
4199	Other General Government		\$0	\$0	\$0	\$0	\$0	\$0
<b>General Government Subtotal</b>			<b>\$1,627,814</b>	<b>\$1,685,338</b>	<b>\$1,718,694</b>	<b>\$0</b>	<b>\$1,718,694</b>	<b>\$0</b>
<b>Public Safety</b>								
4210-4214	Police	02	\$1,687,034	\$1,814,987	\$1,895,031	\$0	\$1,895,031	\$0
4215-4219	Ambulance	02	\$56,492	\$62,500	\$67,500	\$0	\$67,500	\$0
4220-4229	Fire	02	\$972,243	\$1,075,353	\$1,154,012	\$0	\$1,154,012	\$0
4240-4249	Building Inspection	02	\$65,754	\$83,179	\$100,681	\$0	\$100,681	\$0
4290-4298	Emergency Management	02	\$14,365	\$14,522	\$15,272	\$0	\$15,272	\$0
4299	Other (Including Communications)		\$0	\$0	\$0	\$0	\$0	\$0
<b>Public Safety Subtotal</b>			<b>\$2,795,888</b>	<b>\$3,050,541</b>	<b>\$3,232,496</b>	<b>\$0</b>	<b>\$3,232,496</b>	<b>\$0</b>
<b>Airport/Aviation Center</b>								
4301-4309	Airport Operations		\$0	\$0	\$0	\$0	\$0	\$0
<b>Airport/Aviation Center Subtotal</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



New Hampshire  
Department of  
Revenue Administration

2019  
MS-737

FINAL

Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2018	Appropriations for period ending 12/31/2018	Selectmen's Appropriations for period ending 12/31/2019 (Recommended)	Selectmen's Appropriations for period ending 12/31/2019 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Not Recommended)
<b>Highways and Streets</b>								
4311	Administration	02	\$16,514	\$35,850	\$36,225	\$0	\$36,225	\$0
4312	Highways and Streets	02	\$842,283	\$864,389	\$671,899	\$0	\$671,899	\$0
4313	Bridges		\$0	\$0	\$0	\$0	\$0	\$0
4316	Street Lighting	02	\$12,876	\$13,250	\$13,000	\$0	\$13,000	\$0
4319	Other		\$0	\$0	\$0	\$0	\$0	\$0
<b>Highways and Streets Subtotal</b>			<b>\$871,673</b>	<b>\$913,489</b>	<b>\$721,124</b>	<b>\$0</b>	<b>\$721,124</b>	<b>\$0</b>
<b>Sanitation</b>								
4321	Administration	02	\$370,737	\$393,785	\$408,100	\$0	\$408,100	\$0
4323	Solid Waste Collection		\$0	\$0	\$0	\$0	\$0	\$0
4324	Solid Waste Disposal		\$0	\$0	\$0	\$0	\$0	\$0
4325	Solid Waste Cleanup		\$0	\$0	\$0	\$0	\$0	\$0
4326-4329	Sewage Collection, Disposal and Other		\$0	\$0	\$0	\$0	\$0	\$0
<b>Sanitation Subtotal</b>			<b>\$370,737</b>	<b>\$393,785</b>	<b>\$408,100</b>	<b>\$0</b>	<b>\$408,100</b>	<b>\$0</b>
<b>Water Distribution and Treatment</b>								
4331	Administration		\$0	\$0	\$0	\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0	\$0	\$0	\$0
4335-4339	Water Treatment, Conservation and Other		\$0	\$0	\$0	\$0	\$0	\$0
<b>Water Distribution and Treatment Subtotal</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Electric</b>								
4351-4352	Administration and Generation		\$0	\$0	\$0	\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0	\$0	\$0
<b>Electric Subtotal</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**New Hampshire**  
Department of  
Revenue Administration

**2019**  
**MS-737**

 **ORIGINAL**

**Appropriations**

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2018	Appropriations for period ending 12/31/2018	Selectmen's Appropriations for period ending 12/31/2019 (Recommended)	Selectmen's Appropriations for period ending 12/31/2019 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Not Recommended)
<b>Health</b>								
4411	Administration	02	\$29,445	\$32,905	\$33,055	\$0	\$33,055	\$0
4414	Pest Control	02	\$20,762	\$19,415	\$19,415	\$0	\$19,415	\$0
4415-4419	Health Agencies, Hospitals, and Other		\$2,320	\$2,320	\$0	\$0	\$0	\$0
<b>Health Subtotal</b>			<b>\$52,527</b>	<b>\$54,640</b>	<b>\$52,470</b>	<b>\$0</b>	<b>\$52,470</b>	<b>\$0</b>
<b>Welfare</b>								
4441-4442	Administration and Direct Assistance		\$0	\$0	\$0	\$0	\$0	\$0
4444	Intergovernmental Welfare Payments		\$0	\$0	\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other	02	\$985	\$10,000	\$4,000	\$0	\$4,000	\$0
<b>Welfare Subtotal</b>			<b>\$985</b>	<b>\$10,000</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$0</b>
<b>Culture and Recreation</b>								
4520-4529	Parks and Recreation	02	\$74,569	\$96,102	\$94,748	\$0	\$94,748	\$0
4550-4559	Library	02	\$258,318	\$258,318	\$264,713	\$0	\$264,713	\$0
4583	Patriotic Purposes	02	\$1,574	\$1,250	\$1,250	\$0	\$1,250	\$0
4589	Other Culture and Recreation		\$0	\$0	\$0	\$0	\$0	\$0
<b>Culture and Recreation Subtotal</b>			<b>\$334,461</b>	<b>\$355,670</b>	<b>\$360,711</b>	<b>\$0</b>	<b>\$360,711</b>	<b>\$0</b>
<b>Conservation and Development</b>								
4611-4612	Administration and Purchasing of Natural Resources	02	\$3,089	\$2,860	\$1,398	\$0	\$1,398	\$0
4619	Other Conservation		\$0	\$0	\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0	\$0	\$0
<b>Conservation and Development Subtotal</b>			<b>\$3,089</b>	<b>\$2,860</b>	<b>\$1,398</b>	<b>\$0</b>	<b>\$1,398</b>	<b>\$0</b>



New Hampshire  
Department of  
Revenue Administration

2019  
MS-737

ORIGINAL

Appropriations

Account	Purpose	Article	Actual Expenditures for period ending 12/31/2018	Appropriations for period ending 12/31/2018	Selectmen's Appropriations for period ending 12/31/2019 (Recommended)	Selectmen's Appropriations for period ending 12/31/2019 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Not Recommended)
<b>Debt Service</b>								
4711	Long Term Bonds and Notes - Principal	02	\$0	\$0	\$84,600	\$0	\$84,600	\$0
4721	Long Term Bonds and Notes - Interest	02	\$0	\$0	\$174,359	\$0	\$174,359	\$0
4723	Tax Anticipation Notes - Interest	02	\$0	\$1	\$1	\$0	\$1	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0	\$0	\$0
<b>Debt Service Subtotal</b>			<b>\$0</b>	<b>\$1</b>	<b>\$258,960</b>	<b>\$0</b>	<b>\$258,960</b>	<b>\$0</b>
<b>Capital Outlay</b>								
4901	Land		\$0	\$0	\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$26,940	\$26,940	\$0	\$0	\$0	\$0
4903	Buildings		\$1,858,250	\$3,750,000	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings		\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Outlay Subtotal</b>			<b>\$1,885,190</b>	<b>\$3,776,940</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operating Transfers Out</b>								
4912	To Special Revenue Fund		\$0	\$0	\$0	\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer		\$0	\$0	\$0	\$0	\$0	\$0
4914W	To Proprietary Fund - Water		\$0	\$0	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0	\$0	\$0
4919	To Agency Funds		\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Transfers Out Subtotal</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating Budget Appropriations</b>					<b>\$6,757,953</b>	<b>\$0</b>	<b>\$6,757,953</b>	<b>\$0</b>



Special Warrant Articles

Account	Purpose	Article	Selectmen's Appropriations for period ending 12/31/2019 (Recommended)	Selectmen's Appropriations for period ending 12/31/2019 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Not Recommended)
4915	To Capital Reserve Fund		\$0	\$0	\$0	\$0
4916	To Expendable Trust Fund		\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds		\$0	\$0	\$0	\$0
4916	To Expendable Trusts/Fiduciary Funds	05	\$50,000	\$0	\$50,000	\$0
	Purpose: Town Earned Time Accrual Expendable Trust Fund					
4916	To Expendable Trusts/Fiduciary Funds	06	\$50,000	\$0	\$50,000	\$0
	Purpose: Technology & Communication Expendable Trust Fund					
Total Proposed Special Articles			\$100,000	\$0	\$100,000	\$0



New Hampshire  
Department of  
Revenue Administration

2019  
MS-737

ORIGINAL

Individual Warrant Articles

Account	Purpose	Article	Selectmen's Appropriations for period ending 12/31/2019 (Recommended)	Selectmen's Appropriations for period ending 12/31/2019 (Not Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Recommended)	Budget Committee's Appropriations for period ending 12/31/2019 (Not Recommended)
0000-0000	Collective Bargaining	03	\$37,909	\$0	\$37,909	\$0
		<i>Purpose: Police Contract</i>				
4415-4419	Health Agencies, Hospitals, and Other	04	\$25,000	\$0	\$25,000	\$0
		<i>Purpose: Human Services and Health Agencies</i>				
4901	Land	07	\$90,000	\$0	\$90,000	\$0
		<i>Purpose: Land Purchase</i>				
Total Proposed Individual Articles			\$152,909	\$0	\$152,909	\$0



New Hampshire  
Department of  
Revenue Administration

2019  
MS-737

CONFIDENTIAL

Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2018	Selectmen's Estimated Revenues for period ending 12/31/2019	Budget Committee's Estimated Revenues for period ending 12/31/2019
<b>Taxes</b>					
3120	Land Use Change Tax - General Fund	02	\$40,240	\$10,000	\$10,000
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax	02	\$3,955	\$3,000	\$3,000
3186	Payment in Lieu of Taxes	02	\$30,254	\$29,000	\$29,000
3187	Excavation Tax	02	\$2,286	\$3,000	\$3,000
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	02	\$32,238	\$30,000	\$30,000
9991	Inventory Penalties		\$0	\$0	\$0
Taxes Subtotal			\$108,973	\$75,000	\$75,000
<b>Licenses, Permits, and Fees</b>					
3210	Business Licenses and Permits	02	\$2,787	\$1,450	\$1,450
3220	Motor Vehicle Permit Fees	02	\$1,913,533	\$1,800,000	\$1,800,000
3230	Building Permits	02	\$44,992	\$36,600	\$36,600
3290	Other Licenses, Permits, and Fees	02	\$32,315	\$29,700	\$29,700
3311-3319	From Federal Government	02	\$362	\$350	\$350
Licenses, Permits, and Fees Subtotal			\$1,993,989	\$1,868,100	\$1,868,100
<b>State Sources</b>					
3351	Shared Revenues		\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	02	\$433,389	\$433,389	\$433,389
3353	Highway Block Grant	02	\$205,588	\$205,704	\$205,704
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	02	\$179	\$179	\$179
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)		\$0	\$0	\$0
3379	From Other Governments		\$0	\$0	\$0
State Sources Subtotal			\$639,156	\$639,272	\$639,272



New Hampshire  
Department of  
Revenue Administration

2019  
MS-737



Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2018	Selectmen's Estimated Revenues for period ending 12/31/2019	Budget Committee's Estimated Revenues for period ending 12/31/2019
<b>Charges for Services</b>					
3401-3406	Income from Departments	02	\$18,875	\$15,273	\$15,273
3409	Other Charges		\$0	\$0	\$0
<b>Charges for Services Subtotal</b>			<b>\$18,875</b>	<b>\$15,273</b>	<b>\$15,273</b>
<b>Miscellaneous Revenues</b>					
3501	Sale of Municipal Property	02	\$0	\$1	\$1
3502	Interest on Investments	02	\$60,017	\$25,000	\$25,000
3503-3509	Other	02	\$43,026	\$4,451	\$4,451
<b>Miscellaneous Revenues Subtotal</b>			<b>\$103,043</b>	<b>\$29,452</b>	<b>\$29,452</b>
<b>Interfund Operating Transfers In</b>					
3912	From Special Revenue Funds		\$0	\$0	\$0
3913	From Capital Projects Funds		\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)		\$0	\$0	\$0
3914W	From Enterprise Funds: Water (Offset)		\$0	\$0	\$0
3915	From Capital Reserve Funds		\$0	\$0	\$0
3916	From Trust and Fiduciary Funds		\$0	\$0	\$0
3917	From Conservation Funds		\$0	\$0	\$0
<b>Interfund Operating Transfers In Subtotal</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Financing Sources</b>					
3934	Proceeds from Long Term Bonds and Notes		\$0	\$0	\$0
9998	Amount Voted from Fund Balance	07, 05, 06	\$0	\$190,000	\$190,000
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
<b>Other Financing Sources Subtotal</b>			<b>\$0</b>	<b>\$190,000</b>	<b>\$190,000</b>
<b>Total Estimated Revenues and Credits</b>			<b>\$2,864,036</b>	<b>\$2,817,097</b>	<b>\$2,817,097</b>





**New Hampshire**  
Department of  
Revenue Administration

**2019**  
**MS-737**



**Budget Summary**

<b>Item</b>	<b>Period ending 12/31/2018</b>	<b>Selectmen's Period ending 12/31/2019 (Recommended)</b>	<b>Budget Committee's Period ending 12/31/2019 (Recommended)</b>
Operating Budget Appropriations		\$6,757,953	\$6,757,953
Special Warrant Articles	\$77,500	\$100,000	\$100,000
Individual Warrant Articles	\$78,240	\$152,909	\$152,909
Total Appropriations	\$6,370,764	\$7,010,862	\$7,010,862
Less Amount of Estimated Revenues & Credits	\$2,555,775	\$2,817,097	\$2,817,097
<b>Estimated Amount of Taxes to be Raised</b>	<b>\$3,814,989</b>	<b>\$4,193,765</b>	<b>\$4,193,765</b>



Supplemental Schedule

<b>1. Total Recommended by Budget Committee</b>	<b>\$7,010,862</b>
<b>Less Exclusions:</b>	
2. Principal: Long-Term Bonds & Notes	\$84,600
3. Interest: Long-Term Bonds & Notes	\$174,359
4. Capital outlays funded from Long-Term Bonds & Notes	\$0
5. Mandatory Assessments	\$0
6. Total Exclusions (Sum of Lines 2 through 5 above)	\$258,959
<b>7. Amount Recommended, Less Exclusions (Line 1 less Line 6)</b>	<b>\$6,751,903</b>
8. 10% of Amount Recommended, Less Exclusions (Line 7 x 10%)	\$675,190
<b>Collective Bargaining Cost Items:</b>	
9. Recommended Cost Items (Prior to Meeting)	\$37,909
10. Voted Cost Items (Voted at Meeting)	\$0
11. Amount voted over recommended amount (Difference of Lines 9 and 10)	\$0
<b>12. Bond Override (RSA 32:18-a), Amount Voted</b>	<b>\$0</b>
<b>Maximum Allowable Appropriations Voted at Meeting: (Line 1 + Line 8 + Line 11 + Line 12)</b>	<b>\$7,686,052</b>

**DELIBERATIVE SESSION**  
**Town of Litchfield**  
**February 1, 2020**

Meeting called to order at 10:03 a.m. at Campbell High School in the auditorium by Moderator Frank Byron. Present were: Selectmen Chairman-Steven Webber Brent Lemire, Kevin Lynch, Bob Leary and Kurt Schaefer. Budget Committee - Chairman-Keri Douglas, Jessica Martin, Brion Hodgkins, Nicole Fordey, Jennifer Bourque and Andrew Cutter, William Hayes, Robert Meyers- School Board Rep. Town Counsel-Laura Spectrum Morgan, Town Administrator-Troy Brown, Town Clerk- Theresa Briand and 42 Litchfield voters and 6 non-voters

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on **February 1, 2020 at 10:00 a.m.** for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA §40:13, IV. You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on **Tuesday, March 10, 2020 at 7:00 o'clock** in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by laws to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA §40:13, VIII. The polls for the election of town officers and other action required to be inserted on said ballot will be open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

**ARTICLE 1 - ELECTION OF OFFICERS**

Two (2) Selectmen - 3 Year Term

Three (3) Budget Committee - 3 Year Term

One (1) Town Clerk/Tax Collector - 3 Year Term

One (1) Town Moderator - 1 Year Term

One (1) Checklist Supervisor - 6 Year Term

One (1) Cemetery Trustee - 3 Year Term

Two (2) Library Trustee - 3 Year Term

One (1) Trustees of Trust Fund - 3 Year Term

**ARTICLE 2 - DIMENSIONAL REQUIREMENTS**

Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Section 310.00 DIMENSIONAL REQUIREMENTS, Note 4, to change the square Footage for a shed needing to meet the minimum ten (10) foot side and rear setback from 192 square feet to 200 square feet.

Recommended by Planning Board

Michael R. Croteau - Planning Board Chairman spoke to the article - This is a minor amendment to bring the dimensional requirements for small sheds on residential properties in line with standard shed sizes.

**There were no changes or amendments to the article so it will appear on the ballot as written.**

### **ARTICLE 3 - PLANNING BOARD CONDITIONAL USE**

Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Sections 603 (Special Exceptions – Highway Commercial), 703 (Special Exceptions - Southwestern Commercial District, 803 (Special Exceptions – Northern Commercial District), 953 a through c (Special Exceptions Northern Commercial/Industrial Service District) and 1003 a through c (Special Exceptions Southern Commercial/Industrial Service District) to permit Gasoline Sales, Automobile Service and Repair and Fast Foods Restaurants with Take-Out and/or Drive-Through Service by Conditional Use Permit granted by the Planning Board **rather than** as a Special Exception under the Zoning Board of Adjustment.

Recommended by Planning Board

Michael R. Croteau Planning Board Chairman spoke to the article This is an amendment to streamline the Zoning Ordinance by eliminating a provision that unnecessarily requires applicants to obtain approval from two different Boards.

Currently, applicants seeking to develop gas stations, auto repair facilities or fast food restaurants in commercial zones must obtain a Special Exception from the Zoning Board of Adjustment (ZBA) even though the conditions for granting the Special Exception are entirely objective.

Applicants then must seek approval from the Planning Board for the Site Plan.

Since the Zoning Ordinance does not provide the ZBA with any discretion in determining whether the applicant meets the conditions, ZBA review is an unnecessary step in the approval process.

With this amendment, the Planning Board would determine whether the applicants meet the conditions for these auto-related uses while also reviewing proposed plans for consistency with the Town's Nonresidential Site Plan Review requirements.

No change to existing requirements is proposed.

The proposed amendment has been recommended by the current ZBA Chairman.

**There were no changes or amendments to the article so it will appear on the ballot as written.**

### **ARTICLE 4 - ELECTRONIC SIGNS**

Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Section 1500.00, Signs, to provide specific requirements for electronic signs.

Recommended by Planning Board

Michael R. Croteau, Chairman of Planning Board spoke to the article.

The use of electronic messaging signs has become increasingly common for commercial uses, churches and other religious organizations, social and civic organizations and for municipal and public safety purposes, however, electronic messaging signs are not currently allowed in Litchfield (except for the Town which is exempt from Zoning).

This proposed amendment strikes a balance between protecting Litchfield's rural/residential character while allowing limited use of electronic messaging on signs.

No colored or flashing lights or animation would be allowed.

Electronic messaging is limited to three lines and can't exceed 50% of the area of the sign.

Electronic signs would be equipped with dimming technology to automatically adjust brightness levels to protect against glare.

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### **ARTICLE 5 - 2020 OPERATING BUDGET**

To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling **\$7,064,927**. Should this article be defeated, the default budget shall be **\$7,035,661** which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Estimated 2020 tax rate impact: **\$0.03**.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (8-1-0)

Keri Douglas Budget Committee Chairmen spoke to the article - The Town Administrator, the department heads, and the Selectman's representative presented the Town's proposed budget in October. The Budget Committee reviewed the information that was presented, asked questions, and approved and/or adjusted the proposed budget lines. Although the initial review was originally scheduled to be completed during one meeting, a second meeting was scheduled to allow for additional time. The Town presented its Warrant Articles in December for review. Tax cap calculations were considered by the Budget Committee when reviewing the proposed budget and the Warrant Articles. Budget review was completed on January 02, 2020, when the Budget Committee voted its recommendations for the Warrant Articles and the operating budget.

Decision Criteria - Consider the rationale provided for proposed spending

- Consider history of actual spending of 3 previous years
- Consider what is a reasonable budget to present to the voters given fixed cost increases and revenue projections
- Consider whether the recommendations comply with the Tax Cap

Budget Review -

- The approved 2019 budget was \$6,757,953.
- The Selectmen's proposed 2020 budget was \$7,187,328, which represented an increase of \$429,375.
- After Budget Committee reductions of \$122,401, the proposed 2020 operating budget is \$7,064,927.
- This proposed budget is \$29,266 above the current default budget and is \$306,974 above the 2019 budget.
- The Budget Committee's proposed budget represents an estimated \$0.03 increase to the tax rate.

Areas of Major Impact to the Budget

- **Town Meeting** **\$10,241 increase**

- Reflects additional costs associated with the presidential election cycle.

- **Information Technology** **\$39,233 increase**
  - Increased contract costs
  - Upgrades to building infrastructure
  
- **Police administration** **\$97,726 increase**
  - Reduction in the overtime budget as a result of the additional officer
  - Increased personnel costs partially attributed to a 53<sup>rd</sup> pay period
  - Salary increases associated with previously approved contract
  - Hired a police officer
  - Anticipated completion of degrees by officers
  - Begins a 3 year effort to replace portable communications radios
  
- **Fire Department** **\$15,332 increase**
  - Increased personnel costs partially attributed to a 53<sup>rd</sup> pay period
  - Annual maintenance & inspections of new equipment at new fire station
  
- **Fire Hydrants** **\$19,386 decrease**
  - Period of Pennichuck surcharges for rate recovery will end
  
- **Road Maintenance** **\$170,293 increase**
  - Created a new position for the Highway Department
    - Increased personnel costs partially attributed to a 53<sup>rd</sup> pay period
  - New contract for snow removal of Town Hall, Police Station, and Fire Station parking lots
  - Additional Highway Block Grant Road Improvements  
(Offset by revenue from additional state aid)
  
- **Sanitation Administration** **\$21,470 increase**
  - Increased personnel costs partially attributed to a 53<sup>rd</sup> pay period
  - Increase in both the cost and the quantity of solid waste disposal

Total Estimated Tax Impact	
Current Tax rate	\$4.80
Operating Budget	\$0.03

Estimated increase for a house valued at \$350,000: **\$10.50**

Increase Due to Recommended Warrant Articles	\$0.14
New Rate	\$4.97
Estimated increase to a house valued at \$350,000: <b>\$59.50</b>	

Ralph Boehm - 6 Gibson Drive

Question to the Selectmen why are there two police cruisers in the default budget if we only have one in the regular budget? Steve Webber responded that because we had two in last year's budget we have to have two in the default budget per legal council.

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### ARTICLE 6 - FULL TIME HIGHWAY EMPLOYEE

To see if the Town will vote to hire a full time Highway Employee effective July 1, 2020 at an estimated annual salary and related costs of \$71,928 and further vote to raise and appropriate the sum of **\$35,964** for wages and benefits for the period of July 1, 2020 to December 31, 2020. Estimated 2020 tax rate impact: **\$0.04**.

<b>Wage &amp; Benefits</b>	<b>2020</b>	<b>2021</b>
Wages	\$18,720	\$37,440
Health (family)	\$13,340	\$26,680
Dental (family)	\$792	\$1,584
NHRS	\$2,090	\$4,180
SSI	\$828	\$1,656
Medicare	\$194	\$388
<b>Total</b>	<b>\$35,964</b>	<b>\$71,928</b>

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (7-2-0)

Selectmen Kurt Schaefer spoke to the article

Currently we have 2 FT employees & 1 PT seasonal employee. The 2018 MRI Study recommended 3 FT employees. The primary purpose of a new position is safety. The position will require CDL. It is difficult to hire contract employees with CDL. Our plan is to cross train solid waste and highway personnel for department coverage, sickness, vacation, etc.

Tim McFadden 31 Woodhawk Way asked if this position is in addition to the Road Agent? Kurt responded that there will be four (4) full time employees and 1 part time seasonal employee.

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### ARTICLE 7 - PUBLIC SAFETY COMMUNICATION SYSTEM LEASE PURCHASE

To see if the Town will vote to authorize the Board of Selectmen to enter into a five (5) year lease purchase agreement for the sum of **\$700,000** to replace and expand the public safety radio communication system. The first payment is not required until 2021. This lease agreement contains an escape clause. Estimated 2020 tax rate impact: **\$0.00**.

##### Note: Payments In Arrears

	2020	2021	2022	2023	2024	2025	Total
<b>Cost</b>	<b>\$0.00</b>	<b>\$151,411</b>	<b>\$151,411</b>	<b>\$151,411</b>	<b>\$151,411</b>	<b>\$151,411</b>	<b>\$757,055</b>
<b>Tax Impact</b>	<b>\$0.00</b>	<b>\$0.16</b>	<b>\$0.16</b>	<b>\$0.16</b>	<b>\$0.16</b>	<b>\$0.16</b>	

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (7-2-0)

John Brunelle Litchfield IT spoke to the article

Year	2020	2021	2022	2023	2024	2025	Total
------	------	------	------	------	------	------	-------

Amount	\$0.00	\$151,411	\$151,411	\$151,411	\$151,411	\$151,411	\$757,055
Tax Impact	\$0.00	\$0.16	\$0.16	\$0.16	\$0.16	\$0.16	

**Problem:**

Three (3) different systems  
Average is 22+ years  
Manufacturer no longer supports or has replacement components  
Coverage Issues

**Process:**

Effort started about four (4) years ago

Working with Police, Fire and DPW  
Designing a single system; that meets all the needs of each department  
Address Communication Coverage Issues, Schools and DPW services.  
Site and coverage studies  
System design that would serve 20+ years

**Plan:**

- 4 site system, Primary located at Colonial Drive.
  - *Colonial Drive Water Tower, Morgan Verizon Site, Campbell High School, and Old Town Hall*

Improved coverage in the North and South

Indoor coverage at Schools (GMS, LMS and CHS)

Inter-Department  
Communications  
*(PD, FD, DPW and Schools)*

William Barrett 53 Pilgrim Drive asked where the funding is coming from for this project? Troy Brown, Town Administrator stated that there would not be any effect on the tax cap and that payments will be made in the arrears so no payments in 2020 however next year the cost will be 16 cents per thousand and the will continue for 5 years.

Brian Hodgkins 14 Grouse Lane states that this does have a tax impact and because of the way that we decide to do this its costing the town an extra \$25,000.

Frank Byron does this replace the contract with Hudson and if it does will we need to add additional employees?  
John Brunelle answered No

**There were no changes or amendments to the article so it will appear on the ballot as written.**



#### ARTICLE 8 - LIBRARY EARNED TIME ACCRUAL EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of **\$5,000** to be placed in the Library Earned Time Accrual Expendable Trust Fund as previously established. Estimated 2020 tax rate impact: **\$0.01**.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (8-1-0)

Donna Ferguson spoke to the article stating that this fund was established in 2016. The current balance is \$3,143. Covers payout of unused earned time for resignations and buybacks. There are no funds currently available in the operating budget.

**There were no changes or amendments to the article so it will appear on the ballot as written.**

**Chairman Steven Webber recognized Brent Lemire for his 40 years of service to the Town of Litchfield. Thank you Brent!**

#### ARTICLE 9 - HUMAN SERVICES AND HEALTH AGENCIES

To see if the Town will vote to raise and appropriate the sum of **\$15,000** to support Human Services and Health Agencies providing services to the Town of Litchfield. If approved, the Health and Human Services Funding Committee will review funding requests and submit recommended funding amounts to the Board of Selectmen for approval. Estimated 2020 tax rate impact: **\$0.02**.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (8-1-0)

Steven Webber spoke to the article stating a committee was established in 2019.

- 2019 - Awarded \$19,742 of \$25k Approved
- Balance (\$5,258) Encumbered
- $\$15,000 + \$5,258 = \$20,258$  for 2020

2020 FUNDING REQUESTS			
Big Brothers & Sisters	\$500	CASA	\$500
Home Care & Hospice	\$6,500	Red Cross	\$2,500
Meals on Wheels	\$2,040	United Way	\$500
Bridges	\$300	Harbor Homes	\$2,000

Nashua Mental Health	\$4,312	Anne-Marie House	\$5,000
Lamprey Health Care	\$800	Women's Club	\$0.00
		<b>Total</b>	<b>\$24,952</b>

<b>2020 RECOMMENDATIONS</b>			
Big Brothers & Sisters	\$500	CASA	\$500
Home Care & Hospice	\$6,500	Red Cross	\$2,500
Meals on Wheels	\$2,040	United Way	\$500
Bridges	\$300	*Harbor Homes	\$0.00
Nashua Mental Health	\$2,000	*Anne-Marie House	\$0.00
Lamprey Health Care	\$800	Women's Club	\$2,500
		<b>Total</b>	<b>\$18,140</b>

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### **ARTICLE 10 - GENERAL ASSISTANCE EXPENDABLE TRUST FUND**

To see if the Town will vote to establish a General Assistance Expendable Trust Fund pursuant to RSA 31:19-a, for the purpose of providing financial assistance to individuals in need pursuant to RSA 165:1 and to raise and appropriate **\$10,000** for said fund; further to name the Board of Selectmen as agents to expend from said fund. Estimated 2020 tax rate impact: **\$0.01**.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (8-1-0)

Kurt Schaefer spoke to the article stating that this was recommended by the Budget Committee. This fund will provide budget stability. Current practice taxes for the unknown. Annual expenses range from \$2k to \$10K. Unspent funds available in future years. RSA 165:1 requires assistance for rent, food, electricity, fuel, emergency shelter, medical needs, etc.

Nicole Fordey 85 Page Road stated that if this article fails we could be in a situation and people in our community depend on this.

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### **ARTICLE 11 - OLD TOWN HALL PAINT**

To see if the Town will vote to raise and appropriate the sum of **\$25,000** to paint the exterior of the Old Town Hall. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2020 tax rate impact: **\$0.00**.

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (6-3-0)

Bob Leary spoke to the article stating that the old Town Hall was built in 1851. This building is NH State Register of Historical Places. The timber, front doors and steps are actually from the original 1736 Meeting House. This building was constructed in two phases 1700's and 1800's. Annual Town meetings held for 120 years. This building withstood the 1936 flood as well as the 1938 hurricane. Currently this building houses our Litchfield Historical Society Museum. The Museum maintains the building at no cost to the town. The Historical Society leases this building from the Town for \$1 per year and they cover all the utilities.

- Front north facing with high winds from river
  - Clapboards, window frames, shutters, doors and trim need treatment
  - Building painted by volunteers, prisoners and contractors
  - Lead paint chips subject to EPA Regulations
  - Cannot be power washed
- 
- Surface preparation, primed & two coats
  - Replace damaged clapboard & other wood
  - Should last 8 to 10 years
  - Maybe paint one side per year thereafter
  - Publicly bid with strict specifications

Jennifer Bourque 1 Westview Drive made a motion to to change the amount to \$20,000 stating that Troy Brown had shared with the Budget Committee that had a solid estimate for the \$20,000.

Seconded by Andrew Cutter

Bob Leary stated that the extra cost would be associated with the replacement of damaged clapboard and other wood as well as the repair of the doors.

William Barrett 53 Pilgrim Drive asked why members of the Budget committee voted against this article? Jennifer stated that because of the solid estimate that they were told that they had.

A voice vote was taken and the motion failed.

**The motion to amend failed so it will appear on the ballot as written.**

## ARTICLE 12 - PLOW TRUCK PURCHASE

To see if the Town will vote to raise and appropriate **\$100,000** to purchase a plow truck with equipment for the Highway Department. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2020 tax rate impact: **\$0.00.**

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (7-2-0)

Kurt Schaefer spoke to the article

- Replace 2000 International Plow Truck
    - 20 Years Old
    - 95,000 miles
    - No Longer Reliable (age & condition)
    - Will Not Pass State Inspection (frame & chassis)
    - No trade-in or public sale value
  - Estimated Cost New - \$100,000
    - \$60k - Truck Chassis with Dump Body
    - \$40k - Plow, Wing Plow & Sander
  - Cash Purchase - No Tax Impact
- 
- Medium Heavy Duty Truck
  - Example F-650
  - Four wheel drive
  - No CDL required - under 26,000 GVW
  - 10 foot plow
  - 9 foot wing
  - Total of 15 feet of plow width
  - Excellent for small streets and cul-de-sacs

YEAR	MAKE / MODEL	AGE	MILES / HRS
2000	International Plow Truck	20	93,531 Miles
2001	International Plow Truck	19	143,151 Miles
2003	Ford F-350 1 Ton Truck	17	70,309 Miles
2009	International Plow Truck	11	22,246 Miles
2009	Caterpillar 924 Loader	11	2,569 Hrs

2010	Caterpillar Backhoe	10	2,668 Hrs
2012	Ford F-450 1 Ton Truck	8	36,332 Miles
2015	Ford F-350 Pickup Truck	5	68,673 Miles
2018	Freightliner	2	4,469 miles

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### **ARTICLE 13 - BUILDING SYSTEMS EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of **\$50,000** to be placed in the Building Systems Expendable Trust Fund as previously established. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2020 tax rate impact: **\$0.00.**

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (9-0-0)

Kevin Lynch spoke to the article this fund was established in 2013.

- Recommended balance \$50,000
- Current balance \$15,000
- Covers unanticipated major building repairs
  - Septic Systems
  - Roofs
  - Heating & Cooling Equipment
  - Structural Repairs
- Town / Police Building, Fire Station, Old Fire Station, Talent Hall, Library, DPW Garage, Salt & Storage Buildings, Recycling Facility, Old Town Hall, Dog Kennel, etc.
- Buildings range from 2 yrs to over 150 yrs old

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### **ARTICLE 14 - TECHNOLOGY & COMMUNICATION EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of **\$25,000** to be placed in the Technology & Communication Expendable Trust Fund as previously established. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2020 tax rate impact: **\$0.00.**

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (9-0-0)

Steven Webber spoke to the article

#### Purpose

- Current balance \$28,500

- Recommended balance \$50,000
- Purchase and repair of technology and communication equipment, hardware and software
- Minor planned upgrades and emergency replacement of portable radios, radio systems, software, phone system, etc

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### **ARTICLE 15 - NON BINDING VOTE - COMMUNITY CENTER DESIGN**

Are you in favor of the Recreation Commission investigating the need to construct a community center, investigating the cost of such a center, and developing drawings and designs of such a center?

Recommended by Board of Selectmen (5-0-0)

#### **Andrew Collins - Recreation Chairmen spoke to the article**

- This would be work done internally gathering information.
- No work will be contracted.
- No cost is anticipated at all in 2020 except the cost of any office supplies used (paper / ink)
- With a "Yes" vote:
  - The next step would be to investigate engineering and design costs.
  - This cost would be presented as a warrant article in 2021 and if approved we would move forward with the design and engineering to get a project cost to present to the town.
  - The final proposal for the building would be presented in a warrant article in March 2022.

Nicole Fordey 85 Page Road How is this related to the Capital Improvement Planning? Is this going to be included in that plan or Separate?

Andy Collins - We are just investigating.

Nicole Fordey - Will this center be more multi-purpose?

Andy - Yes

Frank Byron- Article states drawings but there are no funds to support that?

Andy- No cost

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### **ARTICLE 16 - BY PETITION**

Per RSA 72:39-a and RSA 72:27-a we the people of Litchfield, NH would like to modify the elderly exemptions to the following:

The elderly exemption based on assessed value of their home for qualified property owners 65 years of age up to 75 shall be \$85,000 (dollars), from 75 years of age to 80 shall be \$140,000 (dollars), age 80 and up shall be \$190,000 (dollars) and the income of a single person to \$45,500 and married couples to \$55,000.

To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real-estate is owned by such persons spouse, they must have been married to each other for at least 5 consecutive years. In addition, the single tax payer must not have a net income of more than \$45,500 (dollars) or, if married, a combined net income of \$55,000 (dollars) and own net assets not in excess of

\$300,000 (dollars) excluding the value of the persons residence or, if married, combined assets shall not be in excess of \$300,000 (dollars). The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until remarriage of the surviving spouse.

***Note: Assuming the same number of eligible recipients and property valuation this will cost an additional \$50,729 with an estimated 2020 tax rate impact of \$0.06.***

Recommended by Board of Selectmen (5-0-0)

Recommended by Budget Committee (8-0-1)

Jack Scheiner 10 Whittemore Drive spoke to the article stating he brought this forward.

- **ELIGIBILITY**

- 65 years of age as of April 1st
- NH Resident for 3 consecutive years
- Own and reside in property
- Excludes residence and up to 2 acres of land

**There were no changes or amendments to the article so it will appear on the ballot as written.**

#### **ARTICLE 17 - BY PETITION**

To see if the Town will vote to increase the Veterans' Tax Credit and the All Veterans' Tax Credit from \$300 to \$750 per year?

***Note: Assuming the same number of eligible recipients this will cost an additional \$174,498 with an estimated 2020 tax rate impact of \$0.19.***

Not recommended by Board of Selectmen (5-0-0)

Not recommended by Budget Committee (4-4-1)

Bobby Jacques spoke to the article and presented the Moderator with a motion to amend the article to change the amount from \$750 to \$500.

Seconded by Andrew Cutter

To see if the Town will vote to increase the Veterans' Tax Credit and the All Veterans' Tax Credit from \$300 to \$500 per year?

***Note: Assuming the same number of eligible recipients this will cost an additional \$77,998 with an estimated 2020 tax rate impact of \$0.08.***

William Barrett 53 Pilgrim Drive asked if this amendment would change the recommendations of the Board of Selectmen and the Budget Committee?

Frank Byron responded that there would be a meeting after the session ended to review the amendments.

A voice vote was taken and the article passed.

**There were no further changes or amendments to the article so it will appear on the ballot as amended.**

No further business to conduct and a motion was made by Chairmen Webber and seconded by Selectmen Schaefer to close the meeting at 11:55.

A true record of business conducted at the Deliberative session, attest:

Theresa L. Briand  
Town Clerk

**GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 14th DAY OF JANUARY 2019 (Amended version February 2, 2019 Deliberative Session)**

\_\_\_\_\_  
Brent T. Lemire, Chairman

\_\_\_\_\_  
John R. Brunelle, Vice Chairman

\_\_\_\_\_  
Kevin C. Bourque

\_\_\_\_\_  
Kurt D. Schaefer

\_\_\_\_\_  
Steven J. Webber

**Litchfield Board of Selectmen**